

NYSPHA is currently seeking MPH graduate students to fill several temporary internship positions. These positions will be focused on several components of the 2021 Public Health Partnership Conference, which is being held virtually April 28-30, 2021.

The student will have the opportunity to work with the leadership team of the New York State Public Health Association as well as partners at the NYS Association of County Health Officials and New York State Association for Rural Health to work as a team to organize the logistics of this event.

All opportunities are available immediately and conclude at the end of the event, unless otherwise noted. Each student will be given a free registration to the event.

**Internship Opportunities available**

Poster Session Organizer

Both a professional poster session and a student poster session will be presented at this year’s event, all virtually. The student poster session organizer will be responsible for the following:

* Serve on student poster review committee
* Communicate with poster session presenters to organize logistics
* Enter poster presenters into virtual system
* Assist poster presenters with uploads, videos and chat feature
* Serve as the point person for poster session presenters
* Facilitate the poster sessions at the event (12-2 PM April 29th and 30th) and assist with attendee participation.

Event Accessibility Organizer

We seek to make this event as accessible and user-friendly to everyone as possible. The event accessibility organizer will be responsible for the following:

* Ensuring the technology is in place to provide closed captioning in English for attendees
* Seek ways to provide Spanish language translation for sessions
* Explore ways that those living with hearing difficulties can participate
* Develop marketing materials and find ways to promote the event to those needing accommodations.

Event Logistics Coordinator

This conference is the largest public health conference held in NYS annually and is celebrating NYSPHA’s 70th Annual Meeting. The event logistics coordinator will be responsible for the following:

* Working closely with the Executive Directors and designated staff of the partnering agencies to ensure logistics of the conference (everything from speaker presentations to attendee logins) is accurate, working and up-to-date
* Develop marketing methods/materials to publicize the conference including outreach to students, public health professionals and social media networks
* This position will work with the Events Planning Committee to ensure a smooth virtual event, including use of technology.

Continuing Education Coordinator\*

The conference will provide continuing education credit hours for Certified in Public Health (CPH) and Certified Health Education Specialist (CHES). The continuing education coordinator will be responsible for the following:

* Assisting NYSPHA’s Project Coordinator with organizing continuing education credit hours for sessions
* Assisting with continuing education credit hour awarding for public health webinars during March and April
* Tracking attendance in virtual event system for credit hours
* Ensuring attendees complete event evaluations
* Issuing certificates of attendance for participants
* Producing reports for accrediting agencies.

*\*Note: The majority of responsibilities for this position will take place during and immediately after the event but has the ability to be longer term, if desired.*

To apply, please send an [internship application](http://www.nyspha.org/intern) to [info@nyspha.org](mailto:info@nyspha.org) no later than March 26th. Interns will be accepted on a rolling basis until all positions are filled.