

**Masters of Public Health Program  
Field Training Internship**

**Intern/Volunteer Project:** Fall Workshop Planning

**Agency Name:** New York State Public Health Association  
(NYSPHA)

**Agency Address:** PO BOX 38127, Albany NY 12203

**Agency Website Address:** [www.NYSPHA.org](http://www.NYSPHA.org)

**Agency Representative**

Erin Sinisgalli, MPH, MCHES

Executive Director

[info@nyspha.org](mailto:info@nyspha.org)

518.427.5835

**Project description:**

This intern is responsible for assisting the staff of NYSPHA with planning of a fall workshop on the public health impact of the legalization of adult cannabis. This event will take place in Westchester in Fall 2019.

**Project goals/objectives**

Assisting NYSPHA staff with duties of event planning to create and implement a one-day workshop for public health professionals from around NYS.

**Description of activities/functions of MPH student**

The intern/volunteer experience will entail working with the staff of NYSPHA on public health event planning including:

- Work to develop, implement and promote a fall workshop on the public health impact of the legalization of adult cannabis
- Coordination of speakers for the event
- Coordination of logistics for event including agenda, accommodations and meals
- Updating website with current event information
- Creating event registration
- Managing registration
- Creation of sponsor prospectus
- Outreach to potential sponsors
- Develop marketing materials
- Social media promotion of event
- Conduct an evaluation of the event to determine effectiveness and outcomes; reporting of results and participation to continuing education providers

### **Project timeline (anticipated start and end dates)**

July 2019- October 2019

### **Qualifications/professional skills required**

MPH student or above

### **Preferred Qualifications**

Program planning and evaluation courses

### **Anticipated hours per week**

10-20 average

**Is travel required?**

To event; overnight accommodations provided to student intern, if needed

**If travel is required, will student need to provide his/her own transportation?**

Yes or can ride with a staff or board member to event

**If travel is required, will student be reimbursed for travel expenses associated with their assignment(s)?**

No, not for transportation unless a hardship presents a problem with travel.