

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

Intern/Volunteer Project: Public Health Webinars Planning

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

Agency Address: PO BOX 38127, Albany NY 12203

Agency Website Address: www.NYSPHA.org

Agency Representative

Erin Sinisgalli, MPH, MCHES

Executive Director

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518.427.5835

Project description:

This intern is responsible for assisting the staff of NYSPHA with planning of the NYSPHA public health webinar series.

Project goals/objectives

Assisting NYSPHA staff with duties of webinar planning to market and implement a one-hour webinars 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 to plan and implement the 2019-2020 Public Health Webinar Series. Duties include:

- Coordination of speakers for webinars including securing information from each speaker (bio, headshots, questions for Q & A)
- Coordination of logistics for webinars including continuing education credits, WebEx scheduling, speaker and participant invites
- 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 webinars to determine effectiveness and outcomes; reporting of results and participation to continuing education providers

Project timeline (anticipated start and end dates)

July 2019- December 2019 (can extend longer)

Qualifications/professional skills required

MPH student or above

Preferred Qualifications

Program planning and evaluation courses

Anticipated hours per week

10 average

Is travel required?

No