

Pickaway County Public Health

110 Island Road, Suite C, Circleville, OH 43113
Phone 740-477-9667 | Fax 740-474-5523 | Clinical Health Fax 740-420-6102



**PICKAWAY COUNTY
PUBLIC HEALTH**
We Care.

PICKAWAY COUNTY PUBLIC HEALTH JOB DESCRIPTION:

Program Intern

Civil Service Status:	Classified
Job Classification:	Non-Exempt
FLSA Status:	Part-time, Temp
Reports to:	Health Commissioner
Supervises:	
Typical Work Hours:	Between 8 am to 4:30 p.m. Mon-Fri
Work Time Accountability:	Mon-Fri, Schedule set with Health Commissioner and program manager

POSITION OVERVIEW

Program Intern will assist Pickaway County Public Health staff in managing and tracking reporting deadlines for the ongoing grant and with administrative and programmatic duties. The position will offer opportunities to develop office and professional skills, while providing experience in a county government and business environment. This job also offers the opportunity to shadow all aspects of the public health settings.

QUALIFICATIONS

- Interested in Public Health
- Experience with Microsoft Office
- Willingness to learn and grow as a leader and professional
- Self-starter, creative and motivated
- Works well alone and in a team environment

RESPONSIBILITIES

- Perform daily administrative tasks
- Assist and organize projects for grant activities
- Conduct phone and e-mail correspondence
- Under staff supervision, maintain outreach through social media platforms
- Participate in outreach activities
- Support staff during outreach presentations
- Collaborate with staff on events and projects as needed
- Perform other duties as assigned

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EXPECTATIONS

- Maintain a high level of professionalism in the workplace
- Follow a consistent, regular working schedule of up to 29 hours a week in office
- Complete projects and tasks in a timely manner
- Submit weekly timesheets and project logs

College students encouraged to apply

This internship provides valuable hands-on experience, mentorship, and networking opportunities within the field. If you are passionate about making a difference and eager to learn, we encourage you to apply for this internship position.

Job Types: Part-time, Temporary

Pay: \$23,660.00 - \$24,024.00 per year

Expected hours: 28 per week

Benefits:

- PERS
- Flexible schedule
- Paid time off

Schedule:

- Monday to Friday
- No weekends

License/Certification:

- Driver's License (Preferred)

Ability to Commute:

- Circleville, OH 43113 (Required)

Work Location: In person

As a public service agency, we know our greatest assets are the people behind the service. Pickaway County Public Health is proud to be an equal opportunity employer committed to hiring a diverse and inclusive workforce. Pickaway County Public Health is a drug free workplace.