

The Center for Community Solutions

POSITION ANNOUNCEMENT

September 13, 2017

POSITION TITLE(S): Adolescent Reproductive Health Intern
SUPERVISES: Not Applicable
REPORTS TO: Collaborative for Comprehensive School Age Health Coordinator

POSITION SUMMARY:

This position provides a unique opportunity to support a local revamp of what was previously known as The Ohio Youth Leadership Council. The Youth Leadership Council is a regional group of diverse high school-aged young people working to influence policies and programs that support sexual and reproductive health. In collaboration with the Cuyahoga County Board of Health's 216Teens Program, this group promotes evidence-based comprehensive sexuality education; sexual and reproductive rights; lesbian, gay, bisexual, transgender, and queer equality; and other youth-related sexual and reproductive health policies in Ohio schools, campuses, and communities through outreach, organizing and advocacy efforts.

The Youth Leadership Council is housed at and managed by The Center for Community Solutions (CCS), so this individual will be physically located in the Cleveland-based offices of CCS. This is a part-time, temporary (eight hours/week) position and is available immediately. This will be an unpaid internship with the opportunity for class credit and paid parking and will be for a nine (9)-month period. The selected candidate will be expected to work eight hours per week during normal business hours on a regular schedule. Current students and recent graduates are encouraged to apply, although please note that this position is **part-time and temporary**.

ESSENTIAL JOB TASKS INCLUDE: Researching; problem solving; writing; using computers; collection and analysis of data, trends, and ideas; informing opinion through verbal and written communicating; convening and scheduling community conversations.

ESSENTIAL COMPETENCIES INCLUDE: Excellent oral, written, and listening communication skills; experience working with youth; ability to develop collaboration and partnerships with community and organizations; ability to work with diverse groups and across all levels of organizations with a commitment to teamwork; effective public speaking skills; knowledge of relevant health and social issues;; detail oriented; track record of persistence, creativity, versatility, and initiative; physical, visual, and auditory abilities necessary to perform the essential functions of the position with or without the use of prosthetics; knowledge and proficient use of Windows Office (Microsoft Word, Excel, Access, Power Point, Outlook) and Internet; current Ohio driver's license and insurance.

GENERAL STATEMENT OF RESPONSIBILITIES: Assists with Health Team activities, providing research, analysis, and project support with some guidance and leadership from supervisor.

ESSENTIAL JOB RESPONSIBILITIES AND RESULTS:

- Works directly with Coordinator of the Collaborative to organize, facilitate, and analyze community conversations with young people in Cuyahoga County;
- Manages comprehensive sexual health education survey;
- Assists in the recruiting, coordinating, and supporting of five-member Ohio Youth Leadership Council;
- Provides technical assistance, training, and resources to the Youth Leadership Council in the conduct of their advocacy plans, including strategic planning, legislative strategy, event planning, conducting action events, and online campaigns;
- Works in coalition with other organizations interested in local and state sex education policy to streamline and coordinate efforts;
- Understands health policy arena and works with community stakeholders to shape adolescent health policy on the local, state, and federal levels;
- Participates in other Health Team activities, as assigned.

QUALIFICATION REQUIREMENTS: College coursework toward a degree in a health-related, social sciences, or public administration field; **B.A. or B.S. and graduate experience preferred.** Good writing and verbal skills are required. Must be proficient in use of a personal computer including the Microsoft Office Suite; experience using the Internet for research and familiarity with social media applications preferred. Basic understanding of health and social service landscape in Northeast Ohio helpful, but not required. Interest in and knowledge of adolescent reproductive health education and services, LGBTQ rights, and social justice. Applicants should have very strong organizational and interpersonal skills, ability to work on projects independently, and experience balancing multiple tasks simultaneously. Strong and demonstrated attention to detail is required. Position requires a commitment of eight hours per week.

Interested parties should respond in writing **before 5:00 PM on October 6, 2017, by forwarding a cover letter and resume via e-mail with subject "Health Intern" to:**

Shaina Munoz, Coordinator, Collaborative for Comprehensive School Age Health:
smunoz@CommunitySolutions.com

AND

Roslyn Kaleal, Director of Administration and Special Projects:
rkaleal@CommunitySolutions.com

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