



Job Description Intern

About HBI-DC

The mission of Hepatitis Initiative of Washington, DC (HBI-DC) is to mobilize communities to prevent liver diseases caused by viral hepatitis among Asian Americans and Pacific Islanders, African immigrants, and other high-risk groups. Through collaborative partnerships, our organization provides culturally and linguistically appropriate viral hepatitis outreach, education, screening, Hep B vaccination, linkage to care, and patient navigation services for impacted communities. HBI-DC serves patients living in the Washington, DC metro area.

For more information, visit: www.hbi-dc.org

Position Overview

HBI-DC is seeking an energetic and responsible intern to join our growing organization. In this position, you will be expected to learn the ins-and-outs of our daily procedures. This position provides an opportunity to learn about a grassroots organization, public health on the ground, and how community-based organizations run.

Working Hours: flexible working hours; Must be able to dedicate up to 10 hours/week to assist with projects as assigned

Compensation: \$750/monthly stipend; Must fulfill at least a 6-month internship commitment

Principal Responsibilities

The Intern will be responsible for the following:

- Research, writing, and analysis on various topics which may include viral hepatitis, HIV/AIDS, fatty liver, and community health overall
- Attend community events
- Outreach to target communities regarding the importance of screening and awareness
- Conduct secondary literature review on viral hepatitis best practice knowledge and research to inform all other outreach and education activities
- Prepare education materials and medical supplies for screening events
- Provide positive and courteous communication and service
- Contribute to special projects and other duties as assigned
- Work and coordinate to provide social media content on select outreach and screening events as needed

Minimum Qualifications:

- Current or recent undergraduate student (within the last 12 months); enrolled students may be able to receive academic credit from their academic institution
- Interest in working in the areas of public health, not-for-profit organizations, underserved populations, and/or health equity
- Self-motivated with the ability to work independently as well as with others
- Friendly and outgoing to engage others during outreach events
- Detail-oriented and strong organizational skills
- Working knowledge of Microsoft Office
- Able to work from Alexandria, Virginia office when needed
- Excellent written and verbal communication
- Second language skills a plus

To Apply

Applications should include a tailored cover letter that outlines how your interest, skills, and experience meet the qualifications for the position, resume, and a list of references. **Please submit your resume, cover letter, and references as one (1) Word or PDF Document to info@hbi-dc.org.** Please include your last name in the title of the submitted document.

HBI-DC is an equal opportunity employer. Every qualified applicant will be considered for employment. HBI-DC does not discriminate based on race, color, religion, gender, gender identity or orientation, genetic information, age, national origin, marital status, disability status, political ideology, military or protected veteran status, or any other characteristic protected by applicable federal, state, or local law.