



National Kidney Foundation of Louisiana
8200 Hampson Street
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Intern Job Description: Public Health Intern

The National Kidney Foundation of Louisiana (NKFL) is the only statewide voluntary non-profit health organization dedicated to preventing kidney disease, improving the health and well-being of individuals affected by this disease and increasing the availability of all organs for transplantation.

The NKFL provides vital patient and community services, conducts extensive public and professional education, advocates for patients through legislative action and supports local kidney research to identify new treatments through our three mission pillars of awareness, prevention and treatment.

Description: NKFL seeks a dynamic, self-starter to assist in the creation and implementation of public health programming, particularly focused on prevention and nutrition. This internship is geared towards helping undergraduate Public Health students gain professional experience as well as a better understanding of working with a non-profit health organization.

Reports to: Community Development and Programs Manager

RESPONSIBILITIES:

- Assist in the implementation and operation of health programming
- Attend and contribute to the planning and preparation of meetings, community fairs, fundraising events, and health programming events
- Research online databases and corporate websites for private and public grants
- Update the NKFL website with new nutritional information and disease statistics
- Collaborate with staff on new ideas, directions and venues for public health programming

QUALIFICATIONS:

- Near completion of undergraduate degree, preferred, in community health education, public health, health promotion, nutrition or a closely related field of study
- Computer literacy (Word, PowerPoint, Excel)
- Excellent writing, editing, and oral communication skills
- Flexibility and creativity, possessing a good attitude and zeal for learning
- Strong work ethic and ability to work independently
- Enthusiasm for the mission of NKFL and the patients that we serve
- Previous internship or related experience in public health is a plus

WORKING CONDITIONS, EQUIPMENT USED AND SPECIAL INFORMATION

Must have unimpeachable integrity and trustworthiness while possessing a high degree of tact, discretion and professionalism. Maintains effectiveness under pressure. Verbal and written communication skills will be used on a daily basis. Competency in use of a multiple-line telephone, personal computer, fax machine, photocopier and other standard office equipment. Flexible to work evenings/weekends as needed, pending preapproval.

Start Date: Position open until filled for spring, summer and fall terms

Hours: 8 – 12 hours per week, office hours: 8:30 a.m. – 5:00 p.m.

Compensation: This is an unpaid internship.

To Apply: Please send cover letter and resume to Torie Kranze at torie@kidneyla.org and Tracey Eldridge at tracey@kidneyla.org.