



Impact Interns: Summer 2021

Organization Information

Organization Name:	Vietnam Veterans of America (Veterans Health Council)
Address:	8719 Colesville Rd, Ste 100, Silver Spring, MD 20910
Website:	vva.org
Organization Description:	<p>VVA supports a full range of issues affecting Vietnam Veterans, as well as, all veterans.</p> <p>In accordance with their founding principle, “Never again will one generation of veterans abandon another.”, VVA created the Veterans Health Council, a program focused on improving the health of veterans of all eras.</p>
Intern Supervisor: (Name, title, email)	Rebecca Patterson, Deputy Director, Veterans Health Council rpatterson@vva.org

Position Description

Internship Time Period (include projected dates):	<input checked="" type="checkbox"/> Summer 2021 Internship dates: June – August, 2021
Hours Per Week:	20-25
Number of Weeks:	10
Undergrad/Grad Intern eligibility:	<input checked="" type="checkbox"/> Graduate <input checked="" type="checkbox"/> Undergraduate
Internship Description and Duties:	<p>We seek a Program Assistant who is ready to share their ideas, help us improve our services, and build our capacity. This role will require initiative, creativity, and attention to detail. We plan to explore the intern’s interests and future career goals so we can design a rewarding internship experience together. Most of your work will be done independently, but we will always be available for guidance and support.</p> <p>Responsibilities could include:</p> <ul style="list-style-type: none"> ● researching, preparing, and delivering health related informational sheets, brochures, reports, and presentations ● planning meetings and executing meeting logistics ● monitoring social media, drafting content, and preparing reports ● developing and managing contacts ● insert your idea here



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<p>Description of long-term project the Impact Intern will lead or substantively contribute to:</p>	<p>Veteran health concerns are as varied as the general American public's health concerns. If there is a health focus area you are particularly interested in, we may be able to help you create a project around it.</p> <p>Potential projects could include:</p> <ul style="list-style-type: none"> ● compiling and evaluating peer-reviewed research on veteran health issues ● creating a series of info sheets and/or contributing to presentations on veteran health concerns (intended for medical providers and/or policymakers) ● evaluating, improving, and drafting content for the department's social media (veteran health focused Twitter and Facebook) ● identifying prospective partners and donors to increase department resources and impact
<p>Qualifications and/or skills desired:</p>	<ul style="list-style-type: none"> ● excellent verbal and written communication skills ● ability to take direction but work independently (remote work environment) ● interest in veteran issues ● interest in program development and/or communications (including social media) and/or fundraising and/or research (literature review) ● enrolled in a health related program - broadly defined (preferred, not required) ● familiarity with veteran health issues (preferred, not required)
<p>This position requires specific clearances, background checks, or specific documentation upon hiring.</p>	<p>Not Applicable</p>
<p>The following information is required from the intern:</p>	<p><input checked="" type="checkbox"/>Resume <input checked="" type="checkbox"/>Cover Letter <input type="checkbox"/>Writing Sample <input type="checkbox"/>Other: _____</p>
<p>Interviews will be conducted via the following methods:</p>	<p><input type="checkbox"/>Zoom <input type="checkbox"/>Google Hangouts <input type="checkbox"/>WebEx <input checked="" type="checkbox"/>Other: RingCentral Video (similar to Zoom, no account required to access)</p>