



**Building Stronger Communities One Project at a Time**

Washington, DC • West Virginia • The Nation • The World

**General Intern Position**

*The Community Education Group (CEG) is a 501(c)3 not-for-profit organization working to eliminate disparities in health outcomes and improve public health in disadvantaged populations and under-served communities.*

*We accomplish this by conducting research, training community health workers, educating and testing people who are hard to reach or at risk, sharing our expertise through national networks and local capacity building efforts, and advocating for practical and effective health policies that lead to social change.*

**Job Description:**

The Community Education Group (CEG) will, from time to time, employ interns to perform work related the general operations of CEG, the Rural Health Service Providers Network (RHSPN), any respective grants associated CEG/RHSPN, and certain administrative tasks which may include, but are not limited to, research, data gathering and entry, website and social media operations and updates, and a wide variety of tasks that are not enumerated, here.

**All Staff, Including Interns Are Expected to:**

- Attend weekly staff meetings (x4 per month), on time and prepared with requested materials and updates
- Attend weekly check-ins (x4 per month) with whomever is their direct supervisor
- Attend all virtual meetings of the West Virginia Statewide Stakeholder Coalition and the Rural Health Service Providers Network
- Attend annual staff retreat (x1 per year)
- Attend at least one virtual or in-person conference (x1 per year)

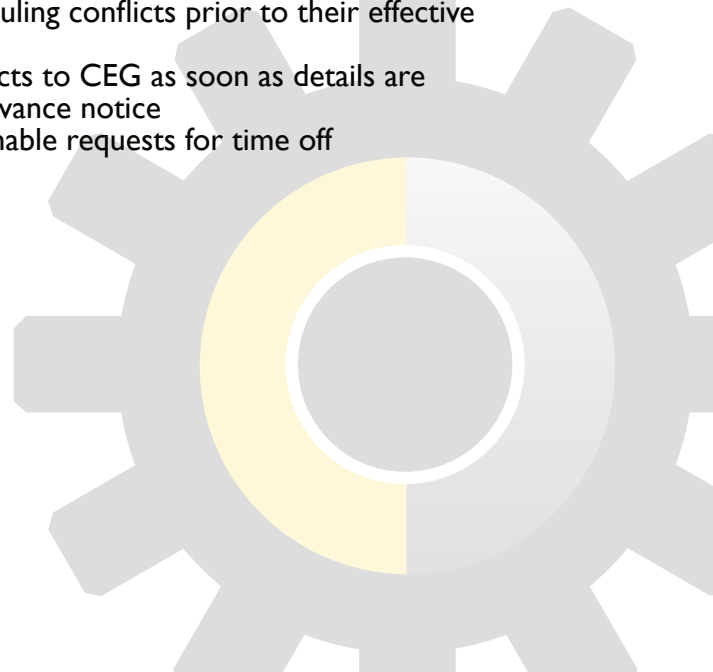
**Education & Experience:**

Intern positions at CEG are entry-level positions where people can gain experience working in and a better understanding of public health policy, advocacy, community organizing, HIV, Viral Hepatitis, and Substance Use Disorders (SUDs), and operating in a dynamic environment that shifts as new need and opportunities are identified.

**Work/Life Responsibilities & Expectations:**

- Interns are expected to submit to CEG a schedule of their existing obligations, including school, work, and any known appointments or scheduling conflicts prior to their effective start date.
- Interns are expected to submit any scheduling conflicts to CEG as soon as details are available, with a preference of at least two weeks' advance notice
  - CEG will do its best to accommodate any reasonable requests for time off

info@communityeducationgroup.org  
www.communityeducationgroup.org  
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**Work/Life Responsibilities & Expectations (Cont.):**

- Interns are responsible for making CEG aware of and providing any forms or information submissions required to receive course credit (for students) or to meet any other work/volunteer/service requirements
  - Interns are responsible for clearly communicating and coordinating any required communications between CEG and any third parties related to receive credit for work completed
  - Interns are responsible for clearly communicating any and all deadlines for paperwork or form submissions, as well as for providing any relevant instructions for submission, including required recipients, in advance of their due dates
  - CEG will work to ensure that all paperwork is properly submitted to the appropriate recipients in a timely manner
- CEG will ensure that all interns are provided with the appropriate tools and information necessary to complete any and all assigned tasks
- CEG will provide interns with a template for reporting hours worked, as well as explanations on how to report those hours and work results
  - Interns are responsible for submitting work reports every 2 weeks, detailing the number of hours they've worked and what tasks were assigned
- CEG will provide any additional reporting templates necessary to report work as it progresses or is accomplished

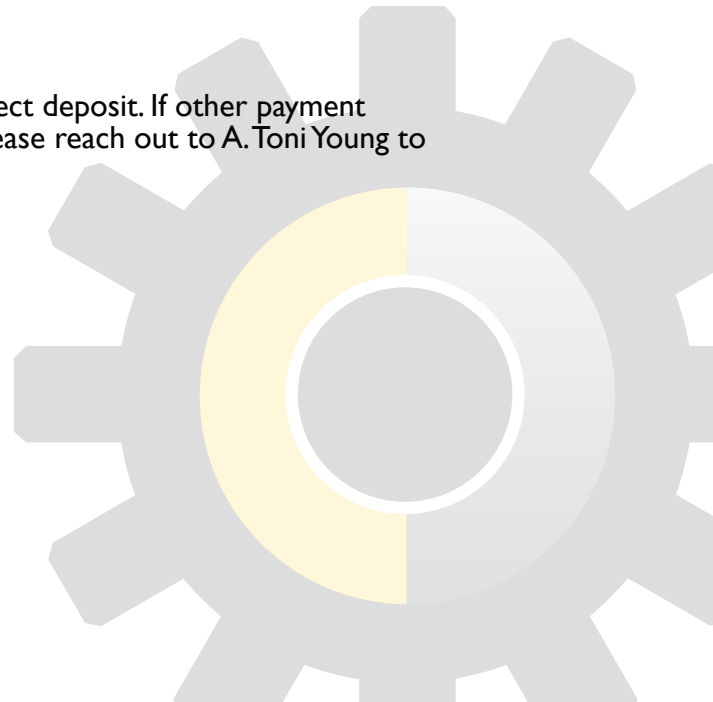
**Skills & Knowledge:**

- Interns should be comfortable working and communicating with members of the general population on issues related to HIV, Viral Hepatitis, Substance Use Disorders, and public health topics
- Interns should be willing to learn, be aware of, and adopt culturally competent health communication skills that are appropriate to specific patient populations
- Interns should demonstrate good to excellent written and oral communication skills
- Interns should be proficient in the use of computers and the Microsoft Office suite of programs (e.g. – Excel, PowerPoint, Word)
- Interns must demonstrate the ability to work with diverse populations with a high level of integrity, diplomacy, and initiative
- Interns must be willing to work occasional evenings and weekends (*Required*)
- Interns must be able to clearly communicate if they are unclear on any given tasks and request assistance when necessary

**Compensation:**

Interns will receive a monthly stipend of \$500.00 via direct deposit. If other payment arrangements need to be made, for whatever reason, please reach out to A. Toni Young to discuss alternative options.

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**Equal Opportunity Employer:**

The Community Education Group (CEG) is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. CEG makes hiring decisions based solely on qualifications, merit, and business needs at the time.

Minority and LGBTQ+ persons are encouraged to apply.

We look forward to receiving your resume and cover letter, which you can send to [info@communityeducationgroup.org](mailto:info@communityeducationgroup.org)

A. Toni Young  
Founder & Executive Director  
Community Education Group

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