IDPH Internship Project Description

Organization Information

Name of organization: Iowa Dept. of Public Health
Type of organization: Government
Street address: 321 E. 12th Street
City, State, Zip Code: Des Moines, IA 50319
County: Polk
Email: polly.carverkimm@idph.iowa.gov

Contact Information

Name: Polly Carver-Kimm
Title: Communications Director
Work area: Director's office
Phone: (515) 281-6693

Project (Job) title: Social Media Assistant

Brief description of project: The intern serving as Social Media Assistant will create content for the Iowa Department of Public Health YouTube channel. As part of this project, this individual will also tape audio and video interviews with key IDPH personnel on selected topics. The individual will be asked to attend public health-related events within the metro area to take pictures and video.

Responsibilities and tasks for the project:

Responsible for operating a camera for video and photos and recording audio interviews. Under direction of the Communications Director, these elements will be posted to the IDPH website, YouTube channel and IDPH Facebook pages.

Skills needed/required for this project:

- Journalism experience preferred, as interviewing skills will be needed.
- Knowledge of social media, specifically YouTube and Facebook.
- Knowledge and ability to edit videos and format them for YouTube.
- Travel within the metro area for public health related events.
- Means of transportation.
- Able to work independently.

Internship start date: September 16, 2013

Internship end date: February 15, 2013

Application deadline: September 3, 2013

Project identified for an:

X Undergraduate student XX Junior or XX Senior

_____ Graduate student

Materials Student Must Submit to Preceptor at IDPH

Cover letter	x Yes	☐ No
Resume	**x** Yes	☐ No
Writing sample	☐ Yes	**x** No

Interview Information

Advance interview questions	☐ Yes	**x** No
Essay to submit prior to interview	☐ Yes	x No
Phone interview	☐ Yes	**x** No
Interview at IDPH	**x** Yes	☐ No

Term(s) of experience

Average hours/week desired: 10 - 12

Compensation:	☐ Yes	**x** No
Benefits:	☐ Yes	x No
Mileage reimbursement:	☐ Yes	**x** No
On-site:	**x** Yes	☐ No
Off-site:	x Yes	☐ No
Computer provided:	**x** Yes	☐ No