



**PHFoundation**

## **Job Description**

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### **Student (Paid) Internship**

#### **POSITION SUMMARY**

Portage Health Foundation seeks to provide interested students with experiential learning and career development opportunities that complement their academic performance with direct practical experience that leads to intentional, reflective learning. Such opportunities are well recognized as having a positive impact on students' academic, personal, and career growth.

#### **GENERAL RESPONSIBILITIES**

- Gain awareness of the impact of social determinants of health on chronic disease and disease prevention within rural communities.
- Gain awareness of programs regarding nutrition and food access within Baraga, Houghton, Keweenaw, and Ontonagon counties.
- Gain a concise understanding of local and seasonal foods grown within the western U.P. and a basic understanding of the status of rural agriculture in the western U.P.
- Assist PHF Community Health Educator with the planning, coordination, and implementation of community health programming and outreach activities.
- Learn to effectively and efficiently work with a variety of professionals and community partners.
- Perform basic clerical tasks and data entry associated with community health programming.
- Further develop investigatory research and critical thinking skills regarding food access, nutrition, and agriculture by 1-2 writing articles for use by PHF communications team.
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#### **QUALIFICATIONS**

- Must be at least 18 years old
- High school diploma (or equivalent)
- Additional interest and/or experience in nutrition, health promotion or food-systems work is preferred.
- Valid driver's license and proof of auto insurance. Intern will use personal vehicle for transportation associated with program activities. Mileage will be reimbursed.
- Excellent oral and written communication skills required.
- Community outreach experience desired.
- Ability to use various standardized word processing and spreadsheet software required.
- Must be able to work independently with little supervision and be able to efficiently handle multiple assignments/tasks while meeting deadlines

## **TYPICAL WORK SCHEDULE**

Monday through Friday, 8:00 a.m. – 4:30 p.m. and as needed (generally scheduled 15-20 hours/week).

Term will be mid-June through mid-August 2022

## **POSITION CLASSIFICATION, WAGE SCALE, AND OTHER BENEFITS**

PT-Temporary, Non-Exempt Hourly Position

This position will be paid at a rate of \$15.00/hour.

## **AT WILL DISCLAIMER**

It is the policy of PHF that all employees who do not have a written contract with PHF for a specific term of employment are employed at the will of PHF for an indefinite period and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, such employees may terminate their employment at any time and for any reason.

## **ORGANIZATION MISSION, VISION, AND GUIDING PRINCIPLES**

### **MISSION**

- To positively influence a healthier community through enhanced philanthropy and collaboration

### **VISION**

- To influence a shared vision (of a healthy community)
- To foster collaborations and partnerships
- To build community capacity to shape outcomes

### **OUR VALUES**

- Integrity – We will be open, honest, and transparent in our administration and stewardship of the community assets entrusted to us.
- Commitment to the Community – We shall administer the Foundation in a way that is objective, responsible and focused on long-term sustainability and impact.
- Collaboration – We will work to bring perspective and experience together to fulfill our potential as we work as a broader group that represents the interests of the community we serve. This shall be done to ensure that we strive to identify, foster, and maintain partnership-relations as we work to improve the health of our community.
- Creative Solutions – We will work towards that which we aspire to be and will find creative, innovative, and sustainable solutions to the systemic challenges that face our community's overall condition of health.

### **SUCCESS FACTORS**

- People – We will employ, engage, develop, and retain high-caliber employees and Board Directors.
- Processes – We will work to ensure our administrative processes provide effective administration of the Foundation.
- Financial Performance – We recognize that we must achieve financial goals and investment returns in order to effectively and perpetually reinvest in our community.
- Communication – We will be transparent and honest in our promotion of the Foundation and efforts to engage our donor community and cultivate overall public support.

## **EQUAL OPPORTUNITY EMPLOYER DISCLOSURE**

The qualifications and specifications mentioned above are intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level or difficulty. The position will be filled based on qualifications regardless of Race, Color, Disability, Religion, Sex, Sexual Orientation, National Origin, Height, Weight, Age, Veteran, or Marital Status.