

# AMERICAN LUNG ASSOCIATION IN OREGON

## Internship Position Description

Position Title: Health Promotions Intern  
Location: 16037 SW Upper Boones Ferry Rd., Ste. 165, Tigard, OR 97224  
Classification: Unpaid Internship  
Accountable to: Health Promotions Manager

### Position Summary

A Health Promotions Intern will work in a variety of areas to extend reach, increase visibility and promote mission work within our organization. Assisting the Health Promotions Manager will provide opportunity to work with advocacy, tobacco prevention and education, indoor/outdoor air quality, asthma and other lung disease programs.

### Duties and Responsibilities

In addition to the job-specific responsibilities listed below, a Health Promotion Intern will professionally represent the American Lung Association; adhere to the policies and procedures; regularly and reliably correspond with supervising staff, including email correspondence; assist in administrative support and perform all other duties as assigned by the supervisor.

### Specific Job Responsibilities

Under the direction of the Health Promotions Manager, a Health Promotion Intern will be responsible for the following:

- Conduct community outreach through tabling at local health events.
- Schedule, coordinate and participant in meetings, trainings and presentations with community organizations.
- Distribute educational resources to community partners.
- Create, prepare and distribute materials for upcoming health education events.
- Research and build partnerships with local health organizations.
- Assist in applying for grant opportunities.
- Work with advocacy and development staff on periodic projects.

### Education

Current enrollment in an undergraduate or graduate program in Health Education, Social Sciences, Public Health, or related field.

### Qualifications

- Strong commitment to our mission; to save lives by improving lung health and preventing lung disease.
- Ability to work independently, as well as, in coordination with other staff members.
- Basic computer proficiency including Microsoft Word, Excel and web research skills.
- Excellent interpersonal and relationship building skills.
- Responsible, reliable and dependable.
- Valid driver's license, proof of current insurance and ready access to own transportation.

- Problem solving ability with great attention to detail.
- Ability to commit to presentations, trainings, events and meetings on weekdays and occasionally during evenings and/or weekends.
- Agree to maintain confidentiality of personal information.
- Ability to handle multiple priorities and meet deadlines.
- Effective verbal and written communication skills.
- Ability to lift 25lbs.
- Ability to comply with worksite's tobacco-free and fragrance-free policies.

### Measures of Accountability

The primary measure of performance for the position will be the degree of attainment in fulfilling the duties and responsibilities of the position. The following criteria may be used for evaluation:

- Meets job duties and responsibility requirements.
- Understands organization mission and strategic goals as they relate to his/her position and conducts self in a manner which supports and promotes mission and goals.
- Provides supervisor with regular and timely reports on work, including progress toward individual program of work targets.
- Demonstrates initiative and the ability to work autonomously toward completing tasks and meeting targets, quality, timeliness, quantity, and accuracy of work produced.
- Learning objectives from the internship will be measured through regular weekly check-in meetings, a mid-internship review and a final review.
- Effectiveness of relationships with volunteers, staff, and the public.
- Adheres to the policies and procedures of the American Lung Association.

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I read the Health Promotions Internship Position Description and understand my role as a volunteer with the American Lung Association in Oregon.

Volunteer Name: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**There are internship openings offered quarterly at the American Lung Association in Oregon Office. To apply, please send your resume along with this signed form to Tiffany Belser at [tiffany.belser@lung.org](mailto:tiffany.belser@lung.org).**