

A Women's Wellness Center Sample Intern Job Description

AGENCY DESCRIPTION:

A Woman's Wellness Center (AWWC) is a nonprofit organization in Chula Vista that is dedicated to improving the mind, body and spirit of all women, particularly women diagnosed with breast cancer and their families. AWWC offers individual and group fitness classes, complimentary therapies including massage therapy, homeopathic consultations, support groups, information and referral services.

INTERN RESPONSIBILITIES:

Under the supervision of the program coordinator, participate in program design, piloting and evaluation activities for new breast education and support program:

- Conduct search on current information on breast cancer diagnosis, treatment, side effects, and strategies to mitigate the side effects of diagnosis and treatment and best practices for breast health education in Latinas.
- Program planning and evaluation including the development of program materials and data collection tools.
- Work with breast cancer survivors to develop an educational curriculum for newly diagnosed breast cancer patients
- Conduct data analysis (qualitative and quantitative) at appropriate intervals

EDUCATIONAL BACKGROUND:

Bachelor's degree; enrolled in MPH or PhD program in the Graduate School of Public Health or related master's level program

SKILLS REQUIRED:

- Excellent oral and written communication skills, with ability to communicate with diverse populations
- Well organized with attention to detail
- Ability to meet deadlines
- Professional demeanor

EXPERIENCE OR SPECIAL SKILLS DESIRED:

- Bilingual English/Spanish (oral & written) preferred, but not required
- Knowledgeable of cultural nuances and needs of monolingual Spanish speaking Latina women
- Experience with basic statistical analysis and research
- Experience using Microsoft Office programs
- Ability to prepare written reports based on data analysis, including tables and graphs
- Familiarity with public and private community agencies in San Diego County

SCHEDULE: Minimum of 3 months beginning June 2008. Flexible Schedule 10-15 hours per week, some tasks may be able to be performed from home office

COMPENSATION: A stipend of \$ 1500 (for approx. 180 hours) will be offered.

Contact: Eréndira Abel, Executive Director at (619) 425-5927 or eabel@awomenswellnesscenter.org