

### **Outreach & Education Internship: 2020-2021 Academic Year**

Chicago Women's Health Center (CWHC) was established in 1975 as a feminist health collective. CWHC's mission is to facilitate the empowerment of women, trans people, and young people by providing health care and health education in a respectful environment where clients pay what they can afford. CWHC does this through the following programs: Primary Care, Gynecology, Trans Health Services, Counseling, Alternative Insemination, Integrative Health, and Outreach & Education. All services are provided on a sliding scale and regardless of a client's and/or community partner's ability to pay. CWHC values diversity, striving to represent the communities it serves and to be affirming of all identities and life experiences. CWHC's modified collective structure means that every member has input into policy decisions and shares responsibility for the work of the organization.

### **Purpose of Outreach & Education Evaluation Internship and Responsibilities**

Provide administrative support, as well as outreach, to adults and young people in communities throughout Chicago.

#### *Responsibilities:*

- Assist with development of outreach materials, including presentation aids, referrals, and marketing materials.
- Coordinate distribution of pre-/post-test and evaluation forms for programming.
- Manage pre-/post-test evaluation data entry and analysis across age groups and subjects.
- Represent CWHC at health fairs and community events.
- Participate in health advocacy and public policy meetings on behalf of CWHC, as assigned.
- Complete administrative tasks, including tracking forms.
- Attend and actively participate in regular Outreach & Education Committee meetings.

### **Desired Skills and Qualifications**

- Master's candidate in Social Work, Public Health, Gender Studies, or related field
- Impeccable attention to detail
- Strong writing and communication skills
- Comfort traveling throughout Chicago
- Proficient in Microsoft Office and Google Suite
- Ability to work effectively in a team environment, as well as independently
- Excellent organizational and time management skills

### **Outreach & Education Program Description**

The Outreach & Education Program provides workshops and multi-session classes on sexual health issue in schools and community organizations. Programming focuses on harm-reduction based and empowerment-focused health information.

### **Selection Process**

Please send a cover letter and resume to Scout Bratt, Outreach & Education Director at Chicago Women's Health Center, at [sb@chicagowomenshealthcenter.org](mailto:sb@chicagowomenshealthcenter.org). Applications are due by 5pm CST on Friday, 3.6.20.

### **Schedule and Compensation**

The internship schedule is between 16 and 21 hours per week from Fall 2020 through Spring 2021. Schedule as well as start and end dates are negotiable. This is an unpaid internship.

*CWHC is committed to building and maintaining a diverse staff, interns, and volunteers. People of color and trans and gender non-conforming individuals are strongly encouraged to apply.*