Type: Unpaid Internship  
Division: Quality and Strategic Management  
Reports to: Director of Quality and Strategic Management  
Location: Round Rock – Williamson County, TX

Purpose: Williamson County and Cities Health District (WCCHD) seeks individuals who will work closely with the Quality and Strategic Management (QSM) Division and the Healthy Williamson County (HWC) coalition to assist with data entry and analysis, grant and funding pursual, quality improvement, and performance management. The intern will collaborate with WCCHD staff to improve the health of Williamson County and will gain valuable knowledge and experience to guide them in their educational and career aspirations.

Core Responsibilities:
• Collaborate with staff as an active member of the QSM team
• Identify grants and participate in applying for grants to improve sustainability of agency initiatives
• Assist in the planning and participation of Quality Management Committee, HWC meetings, HWC annual conference, and updating HealthyWilliamsonCounty.org
• Participate in 2020 Census outreach events and build relationships with external partners
• Participate in data entry, data analysis, and development of materials for the Medicaid 1115 Waiver, foundational documents, and additional agency initiatives

Required Skills:
• Student working toward a Bachelor’s or Master’s degree in public health, health education, epidemiology, or a related field
• Minimum of 3.0 GPA
• Basic knowledge of data analysis and/or public health
• Strong verbal and written communication skills
• Self-motivation and the ability to work under minimal supervision
• Works well independently and as part of a team
• Creativity in problem-solving
• Experience using Microsoft Office Suite (especially, Microsoft Excel)
• Reliable transportation

Notice: The internship description in no way states or implies that these are the only duties to be performed by the person occupying this position. Management has the right to assign or reassign duties and responsibilities at any time.

To Apply:
Submit resume, cover letter and Internship Application to: Melissa.tung@wilco.org