



INTERNSHIP PROGRAM

Position: Workforce Development Intern

Stipend: *Unpaid Internship*

Time Commitment: *Flexible – Minimum of 16 hours per week*

Preceptor: *Cassandra Edwards, WCCHD Human Resources Specialist*

Position Purpose: The Workforce Development Intern supports the engagement and recruitment of WCCHD employees and public health student interests.

Duties:

- Commitment to the mission of WCCHD to provide a culture of opportunity.
- Support student intern recruitment including preparing for student interviews, greeting students, administering assessments, and following-up with students and professors.
- Contribute to program data collection, input, and analysis.
- Provide support to WCCHD HR led events, including employee engagements and meetings.
- Contribute to WCCHD Workforce Development Plan rewrite and plan for implementation.

Results Expected:

- Comply with organizational policies and ethical practice standards.
- Maintain Internship Program data, reports, and contacts.

Education/ Experience/Skills:

- Degree seeking
- Strong written and verbal communication skills
- Strong organizational skills
- Ability to work independently and with initiative
- Ability to prioritize multiple tasks

To apply for this position, please submit your application and required attachments to:

Cassandra Edwards (cassandra.edwards@wilco.org)

Williamson County and Cities Health District

www.wcchd.org

Required attachments:

- Cover Letter
- Resume
- Internship Requirements