



**Iowa Public Health Association/Iowa Immunizes
Grassroots Advocacy Intern
Job Description**

Title: Grassroots Advocacy Intern

FLSA Status: .25 FTE, NonExempt, not eligible for benefits

Reports To: Executive Director

Salary: \$15/hour

Dates: Flexible, May - August

Iowa Public Health Association is a statewide, nonprofit membership organization. Our mission is to unite and strengthen the voice for public health in Iowa. Our core functions are to 1) connect public health leaders, partners, and allies; 2) to advance a public health agenda through education and advocacy; and 3) to directly serve members by providing education and curating resources.

Iowa Immunizes is a coalition of individuals and organizations dedicated to improving vaccination rates for all Iowans through education, advocacy and statewide partnerships. Iowa Immunizes is supported by Iowa Public Health Association.

BASIC FUNCTION:

The Grassroots Advocacy Outreach Intern will assist in growing the grassroots advocacy component of Iowa Public Health Association and the Iowa Immunizes coalition. This entails staffing a booth at health fairs, community events, and conference exhibits and preparing educational and promotional materials. These events are held on the weekends and some weekday evenings. The Grassroots Advocacy Intern will also manage IPHA's summer public health town halls. This entails scheduling visits between members and Iowa's congressional delegation, and in-district meetings with Iowa state legislators; preparing materials to be used during the meetings; promoting the meetings to the membership; and, writing a summary report of each meeting.

We estimate that this internship will be 10 hours/week, but there may be some weeks that require more and some less. Total hours and length of internship are flexible. Access to personal transportation and the ability to physically transport exhibit booth materials are required. Mileage for events outside of the Des Moines metro is reimbursable.

Specific skills and competencies we believe make you a great fit:

- Exemplary organizational/project management, communication, and problem-solving skills with the ability to respond to rapidly changing priorities.
- Flexible, with a growth mindset, and adaptable to adjusting in both day-to-day and larger-scale activities based on new information and situations.
- Continually aware of new ways to do old things better.
- Commitment to evidence-based decision making.

Leader[s] in Health Equity

501 SW 7th St., Ste. G ● Des Moines, IA 50309 ● 515.471.7804 ● IowaPHA.org

- Tactful and discreet, particularly regarding work that may be seen as politically divisive or controversial.
- Thoughtful and resourceful, with demonstrated ability to take initiative and follow through.
- Excellent computer skills and mastery of Microsoft Office Suite, and familiarity with office productivity tools like Canva, Trello, Google Docs, Zoom, etc.
- Committed to advancing equity, diversity, and inclusion in the workplace.

DUTIES & RESPONSIBILITIES:

Event planning

- Administrative and marketing support of Iowa Immunizes grassroots advocacy events - planning, day-of, and follow-up
- Recruit Iowa Immunizes coalition members to assist in tabling at events
- Support IPHA Communications with the formatting and publication of documents as requested.

Materials Development

- Create educational materials as directed. This could include handouts, tool kits, and presentations.

Administrative Tasks

- Schedule meetings with local public health teams, legislators, and IPHA staff
- Maintain calendar of meetings and outreach events

Website & Social Media

- Contribute to the maintenance of the Iowa Immunizes and Iowa Public Health websites and social media accounts, as requested.

Other duties as assigned

To apply, [complete this Google Form](#) and attach your resume and cover letter. Contact us at info@IowaPHA.org with questions. Please put “ Summer Internship” in the subject.

Application deadline March 1, 2024.

Iowa Public Health Association is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, national origin, color, sex, sexual orientation, age or disability in admission or access to the operation of our programs, services, activities, or our own employment practices. All qualified applicants will be given equal opportunity, and selection decisions will be based on job-related factors.