

LET'S TALK PUBLIC HEALTH

EXPERIENTIAL LEARNING PROGRAM

Position: Product and Resource
Development Intern
Supervisor: Monique Thornton, CEO
Location: Remote or hybrid

Effective Date: 1/6/2025 - 5/2/2025
Type: Part-Time (5-10 hrs/week)
Compensation: Unpaid; academic credit

About Us

[Let's Talk Public Health](#) is a remote-work, digital-first consulting company based out of Washington, DC. Since our inception, we've aimed to build skills, inspire new thinking, and explore innovative methods for public health communication and marketing. We provide resources, products, and services to help public health students, professionals, and organizations to effectively and creatively engage and interact with people around public health topics and issues.

Position Summary

Let's Talk Public Health seeks highly motivated public health students and early career professionals to join our Experiential Learning Program. This program offers practical experience and skill development in public health communication and marketing. As a Product and Resource Development Intern, you will play a crucial role in optimizing, updating, and maintaining our digital products and resources. You will have the opportunity to develop products and resources for the [Let's Talk Public Health Library](#) and [Academy](#).

Responsibilities

You will be working on the following tasks and deliverables.

- **Online Course Development:** Identify 3-5 resources and materials to include with each module in our first online course.
- **Blog Post Development:** Write 2 blog posts.
- **Digital Download Development:** Create 1 digital download.
- **Workshop Development:** Create 1 slide deck for an online workshop.
- **Resource Optimization:** Provide optimization updates for 1 headline resource, including adding alternative text for images and meta descriptions for webpages.
- **Resource Maintenance:** Perform a maintenance check for 1 headline resource, including identifying and updating, replacing, or removing outdated information and broken links.
- **Collaboration:** Collaborate with the CEO, CMO, and other cross-functional teams to ensure the timely promotion of our products and resources on our communication and marketing channels.

Essential Work Attributes

You must have the following work attributes to succeed in this internship.

- **Independence and Self-Drive:** You must be able to complete assigned tasks and deliverables with minimal supervision and seek guidance and support when needed.
- **Proactivity:** You must manage your own work schedule and anticipate if you will have any issues meeting deadlines. You must also come to meetings prepared and ready.
- **Digital Competence:** You must be equipped with a reliable computer, high-speed internet connection, and necessary software/tools for virtual work. You must also be able to learn to use new tools and technology.
- **Attention to Detail:** You must always review all your work for typos, grammatical errors, and factual inaccuracies before submitting it.

Required Skills and Qualifications

You must have the following skills and qualifications to succeed in this internship.

- Be currently enrolled in or have graduated from (in the past 3 years) an undergraduate or graduate program at a university or college in the United States. *(required)*
- Be currently studying or working in public health. *(strongly preferred)*
- Be proficient in using Canva and Google Workspace. *(required)*
- Have previous experience with resource and product development. *(strongly preferred)*

Application Instructions

- For more information and to apply for the position, please visit our website:
<https://www.letstalkpublichealth.com/experiential-learning-program.html>

Let's Talk Public Health



www.letstalkpublichealth.com



elp@letstalkpublichealth.com

We're all about equal opportunity. All applicants will be considered without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.