

LET'S TALK PUBLIC HEALTH

EXPERIENTIAL LEARNING PROGRAM

Position: Business Development and Operations Intern

Supervisor: Monique Thornton, CEO

Location: Remote or hybrid

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 in 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 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 Business Development and Operations Intern, you will play a crucial role in ensuring the smooth and efficient functioning of our company and contributing to the growth of our consulting services. You will have the opportunity to provide administrative support, assist with other business operations, identify and cultivate new business opportunities, and build and manage strategic partnerships.

Responsibilities

You will be working on the following tasks and deliverables.

- **Cross-Team Management:** Co-lead weekly all-team meetings with the CEO, including preparing agendas, taking notes, and updating task status across teams.
- **Operational Task Tracking:** Manage and monitor the completion of business tasks.
- **Business Development:** Assist with researching, identifying, and tracking Requests for Proposals (RFPs) and Requests for Qualifications (RFQs) that align with our organization's expertise and goals.
- **Business Proposal Writing:** Assist with outlining and drafting at least 1 compelling proposal or presentation to showcase our capabilities for a potential project.
- **Business Analysis:** Collect key business performance metrics monthly and create the quarterly business review report.
- **Knowledge Management:** Create 1 process document (e.g., standard operating procedures, instruction manuals, training slides) for a recurring LTPH task.
- **Store Inventory Management:** Update the LTPH Store Inventory spreadsheet monthly.

- **General Administrative Support:** Conduct ad-hoc research, data entry, and analysis as needed to support business operations.
- **Collaboration:** Collaborate with the CEO, CFO, and other cross-functional teams to gather the necessary information and data. This will enable us to identify and address potential challenges or bottlenecks in our operations and ensure we have the resources and capacity to deliver on our commitments to partners and clients.

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 Google Workspace. *(required)*
- Have previous experience with administration, project management, and data analysis. *(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



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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.