

# The Health Museum

JOHN P. MCGOVERN MUSEUM OF HEALTH & MEDICAL SCIENCE

## Community Engagement Internship

### **Overview:**

The Health Museum's mission is to foster wonder and curiosity about health, medical science and the human body. The Community Engagement Intern plays an important role providing support to the Community Engagement team through assisting in the planning and execution of programs designed to increase community awareness and providing administrative and analytic support.

**Department:** Community Engagement

Reports to Community Engagement Coordinator

**Location:** The Health Museum, 1515 Hermann Drive Houston, Texas 77004

This is an in-person internship.

**Dates:** The intern will be expected to work a 35-hour workweek (exclusive of lunch) from June 6 - August 1, 2024

**Deadline to Apply:** May 1, 2024

**Intern Pay:** \$15/hr (not eligible for benefits)

**Instructions to apply:** Please apply on Handshake ([joinhandshake.com](https://joinhandshake.com)) via The Health Museum jobs profile.

**Qualifications:**

- Intern must be a currently enrolled undergraduate student who will return to college full-time (minimum of 12 credits per semester) as a sophomore, junior or senior in the fall of 2023.
- Strong computer skills, including Microsoft Office (Outlook, Word, Excel, PowerPoint).
- Excellent writing and communication skills.
- Great attention to detail and well organized.
- An interest in fundraising, business development and nonprofit work.
- Must be able to pass a background check.
- Reliable transportation.

### **Job Responsibilities:**

- Promote The Health Museum's mission & engage with the community.
- Event Planning: Assist in planning, implementing, and managing events hosted by The Health Museum.
- Data Input: Assist with processing volunteer registrations, run reports on events, community partnerships, and other correspondence.
- Education & Community Outreach: Assisting with presentations of community awareness and prevention programs to community entities and in schools.
- Marketing: Create and assemble marketing pieces for social media accounts, events & other community events.
- Other duties as assigned by the Community Engagement Department.

***Each year, the ExxonMobil Foundation Community Summer Jobs Program (CSJP) offers eligible college undergraduates paid summer internships by providing financial grants to nonprofit agencies that allow them to hire college students. These students receive valuable work experience and an opportunity to make a significant impact in the community. In addition to their work at respective organizations, interns complete a group community service project and participate in professional development training.***

*Note: Family members of the board, staff, or retirees of ExxonMobil, Sunwest Communications, and The Health Museum are not eligible to participate in the ExxonMobil Foundation CSJP internship program.*