Position Description

Job Title: Student Intern
Position Type: Temporary – July – September 2021
Compensation: $1,500 stipend

Organization Description
The Safe States Alliance is a national non-profit organization and professional association whose mission is to strengthen the practice of injury and violence prevention. Formed in 1993, Safe States Alliance is the only national non-profit organization comprised of public health injury and violence prevention professionals representing all U.S. states and territories. Safe States offers a professional, virtual workplace and is committed to diversity in the workplace as an Affirmative Action/Equal Opportunity Employer.

Position Description
The Safe States Alliance State Designated Representatives Special Interest Group (SDR-SIG) seeks assistance from a Safe States student member to finalize a brief for use to educate policymakers at the state level about the intersection of equity with injury and violence prevention. The final product will be a 1-2 page template with collaboratively developed talking points that is customizable at the state level.

Development of this brief is the SDR-SIG’s collaborative project for its 2020/2021 season. To date the SIG has identified and collected resource materials, created a draft messaging framework for the brief, and developed a draft outline including suggestions for examples to include in the final brief.

A workgroup of the SDR-SIG will provide leadership, project management, and coordination for the project. SDR-SIG chair, Laura Chisholm, and Safe States Program Coordinator, Christa Thelen, will serve as the primary contacts.

Project Scope:
- Meet with the SDR-SIG workgroup to gain an understanding of the overview of the project, proposed and to solicit further input
- Create a Google Drive folder to include resource materials and project drafts, for sharing with the SDR-SIG
- Review resource materials and identify other necessary resources to inform content of the brief
- Create a second draft of the brief written content for review by workgroup members
- Attend August workgroup meeting to discuss feedback as needed (currently scheduled on August 6, 2-3 PM Eastern)
- Incorporate written and verbal comments into a third draft
• Present the third draft for review by SDR-SIG members (meeting currently scheduled for August 20, 2-3:30 PM Eastern)
• Coordinate with workgroup members as needed to integrate comments and create the final draft
• Present a brief overview of the project at the Safe States Annual Conference (Virtual, August 31-September 2, 2021)
• Coordinate with the Safe States Alliance Program & Communications Manager for graphic design to finalize the tool
• Present the final tool to the SDR-SIG workgroup (September 2021)

Timing:
This project extends through September 29, 2021.

Supports from SSA/SDR-SIG:
Safe States Alliance will provide the following:
• A stipend for the student(s) upon project completion
• Assistance in formatting and graphic design of final product
• An opportunity to provide a brief presentation about the project at the Safe States Annual Conference between August 31 and September 2, 2021.

Members of the SDR-SIG workgroup will provide the following:
• Source documents, project communications objectives matrix, and first draft (outline)
• Two rounds of feedback on drafts; one from the workgroup, the second from the SDR-SIG

The SDR-SIG chair and the Safe States Program Coordinator will be available for consultation as questions arise.

Deadline to Apply
Please submit your resume and a writing sample by July 23, 2021 to https://www.surveymonkey.com/r/KMMCRSG.

Questions about this opportunity can be submitted to info@safestates.org. Incomplete applications will not be considered.

Skills & Qualifications
A successful applicant for this position is highly motivated and flexible, thinks critically, works independently, and can exhibit the following skills/qualifications:
• Bachelor’s degree preferred (Public health knowledge, education, and/or experience preferred);
• Excellent oral, written, and interpersonal communication skills;
• Solid critical thinking and organizational skills including attention to detail;
• Strong command of the Microsoft Office Suite;
• Access to a personal computer with Microsoft Office products; and
• Ability to work from home in a dedicated work environment.