

**Shop Healthy NYC Food Retail Internship
Job Description
2 Positions**

Position Description:

The Shop Healthy Program is seeking two interns to assist with the data collection and entry as part of a nutrition project. DOHMH has pioneered innovative work on trans fat and calorie labeling. This is an opportunity to work on groundbreaking food and nutrition policy that serves as a model for public health policy nationwide. Health Department internships are an excellent way to develop public health policy skills and work on projects that are applicable to job opportunities in the future.

Interns have the opportunity to attend other Health Department talks and lectures, including Chronic Disease Grand Rounds and Epidemiology Grand Rounds.

Responsibilities:

- Record Nutrition Facts panel information.
- Enter data into database based on detailed protocol.
- Search websites for data.
- Perform basic electronic file management (print, PDF, save documents on server, etc.).
- Conduct outreach visits to distributor warehouses and stores to collect nutrition information as needed.
- Conduct outreach visits to stores and collect street intercept data to support the community outreach portion of this program as needed.

Qualifications & Requirements:

- Candidate must be enrolled in undergraduate or graduate program.
- Solid organizational skills with keen attention to detail.
- Strong communication skills.
- Preferred: data entry experience & high proficiency in Microsoft Office
- Interest in nutrition, public policy or public health desirable.
- Candidate should be available to work at least 14 hours per week at Health Department's main office in Queens. And work a maximum of 35 hours per week.
- Candidate should be willing to travel to distributor warehouses and stores citywide.
- Start date is April 1, 2013 with at least a 3-month commitment with an opportunity to work through the summer. Payment will be received at the end of the internship.

To apply:

To apply, email Craig at cwillingham@health.nyc.gov with F.D. Internship in subject line. Include the following items:

- Resume
- Cover letter
- 3 References (names, relationship, phone number and email)

Application deadline is March 18th, 2013.