

## **Project INSPIRE NYC: Community Advisory and Engagement Intern**

### **1. Brief description of the project including the objectives, goals and deliverables:**

Under the supervision and guidance of the Director of Program Implementation & Capacity Building:

- Assist in the management of the *Project INSPIRE Community Advisory and Engagement Initiative*.
  - a. Form a Project INSPIRE Community Advisory and Engagement Committee of the citywide NYC Hep C Task Force
  - b. Ensure the community partners affiliated with the NYC Hep C Task Force are aware of Project Inspire, and have regular opportunity to provide feedback on the program implementation and outcomes.
  - c. Develop NYC Hep C Task Force referral relationships with Project Inspire.
  - d. Report on Project Inspire resources, opportunities and best practices at community meetings.
- Conduct hepatitis C community resources research and assessment;
- Disseminate information on resources through in-person meetings, newsletters, social media outlets & websites;
- Assist in developing viral hepatitis trainings & educational materials;
- Participate in the organization and facilitation of the NYC Hepatitis C Task Force; and Project Inspire Community Engagement Committee
- Support the activities of the Project INSPIRE Steering Committee.
- Conduct evaluations and prepare reports on coalition activities.

### **2. Projected start and end dates:**

The position is available immediately and will end at the completion of one academic year.

### **3. Qualifications**

- Group organization and management skills
- Knowledge of social media administration, basic website management, email campaign management,
- Interest in public health education, and training methods.
- Applicant must be interested in outreach, communication and coalition building and
- Applicant must have excellent oral, writing and inter-personal skills.