

Location: Children's Hospital & Research Center Oakland (at MLK and 52nd Street. Able to bike from campus)

Position Title: Community Health and Research Assistant

Compensation: Unpaid internship

Hours: 8-16 hours per week; flexible times and days including some work from home if desirable. Flexible starting time.

Description: This position will be responsible for two activities:

1) Helping to design and write the hospital's Community Benefits Report. This report includes a needs assessment with health statistics and a description of the various hospital service programs. This is an opportunity to co-author a meaningful report.

2) Researching and summarizing government and private grant opportunities across a spectrum of health-related areas, including different areas of medicine, specialty programs, research areas, and community and public health, and assisting with grant proposals. This position will work with a seasoned grant writer and program developer and will learn all about the grants process, from finding a grant opportunity to submission. An onsite workstation is available.

Eligibility: You should be at least a college junior (grad students welcomed), reliable, possess above average writing skills, and have at least a 3.30 GPA. MS Word and MS Excel fluency is very desirable, but you don't need to be an expert. Two references and a writing sample will be required. Individuals with an interest in a career in public health, research, public policy, medicine, or government will find this job to be a unique way to learn all about hospitals, public health, and grants, and will lead to something tangible. Though unpaid, the experience will be very beneficial when applying for grad schools or jobs after college.

Please send an email indicating your reason for interest, including resume, to:

Adam Davis, MA, MPH
Community Grants and Research Navigator
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