

City of Baltimore
Department of Human Resources
201 E. Baltimore Street, Suite 120
Baltimore, MD 21202
www.baltimorecity.gov

Invites applications for the following position:

Tobacco Cessation Program Intern

Agency:	Department of Human Resources (DHR)
Date Opened:	04/10/2017
Filing Deadline:	07/15/2017
Salary:	Academic Credit
Employment Type:	Internship
Recruitment Specialist:	Njukang (NJ) Asong
DHR's Tobacco Cessation Program is located in the Office of the Director. This aggressive campaign was designed to educate, encourage, and assist employees and retirees to stop using tobacco products by providing cessation programs, information, and resources.	
Location of Position	
201 E Baltimore Street, Suite 100 Baltimore, MD 21202	
Position Duties	
<u>This position will assist the Tobacco Cessation Program Coordinator to:</u>	
<ul style="list-style-type: none">• Coordinate tobacco cessation inquiries for DHR, and Key Stakeholders• Conduct policy research on tobacco cessation and tobacco-free health care facilities, and interact with staff, city agencies and external partners on findings.• Provide trainings and workshops on tobacco cessation resources, treatment, and health provider education.• Manage all tobacco cessation related internal and external partnerships.• Manage implementation resources, tasks and tobacco cessation budgets• Identify best practices and recommend new initiatives and procedures• Participate in and evaluate initiatives that embrace the City's "It's Cooler to Crush It" Campaign.• Conceptualize and Coordinate weekly events to promote the campaign.• Manage the performers who wear the Tobacco Cessation mascot costumes.• Draft communication materials about the City's tobacco cessation campaign and the health risks associated with tobacco use.• Provide content for Social Media (Facebook and Twitter).• Manage the distribution and replenishment of promotional items/giveaway's including ordering and tracking supplies and materials.• Regularly recruit and audition for performers to wear the mascot costumes.• Research, conceptualize and recommend new innovative ways to promote the "It's Cooler to Crush It" campaign.• Develop methodology for tracking and monitoring program effectiveness.	
Knowledge Skills & Abilities	
<ul style="list-style-type: none">• Pursuing a degree in Human Resources Management, Organizational Development, Project Management, Media and Communication, Business or Public Administration or related field from an accredited college or university.• Excellent written and verbal communication skills.• Must be self-motivated with the ability to follow directions and work both independently and within a group	

environment to accomplish tasks with accuracy and within tight deadlines.

- Must be responsible, prompt, and courteous; and have excellent attention to details.
- Proficient in Microsoft Word and Excel.
- Graphic Design skills utilizing MS PowerPoint and Publisher a plus.
- Ability to multitask.
- Ability to work on projects and maintain confidential information.

Drug & Alcohol Testing

Candidates selected for this internship will be required to submit to drug and alcohol testing.

Criminal Background Check

Candidates selected for this internship required to authorize the release of and successfully complete a criminal background check.

Eligibility

All ACIP, student applicants must:

- Be at least eighteen (18) years of age; Pursuing an undergraduate, graduate or post-graduate degree; and interested in working in a Public sector environment;
- Be a junior/senior undergraduate or graduate student.
- Be willing and able to intern for a minimum of sixteen (16) hours per week during a full semester (typically 16 weeks).
- Be in good academic standing (confirmed by most recent official transcript or letter from the Registrar's office);
- Be able to provide a letter or statement on the institution's letterhead, from an authorized official at the institution confirming the student applicants' eligibility to receive academic credit upon successful completion of the 16 week internship program;
- Provide two letters of recommendation from a professor, instructor, counselor and/or an immediate supervisor.
- Submit a 500 word written narrative explaining why he/she is interested in interning for the City of Baltimore.

Selection Process

- The Department of Human Resources review applications and select candidates for interviews.
- Only selected candidates will be notified two to three weeks after the position announcement close date.
- The number and frequency of available internships will be based on individual Agency and organizational needs.

CHECKLIST FOR APPLICATION

Applications MUST include:

- ✓ Written narrative explaining why the applicant is interested in interning for the City of Baltimore(500 words or less)
- ✓ First and second (if applicable) choice of desired Internship
- ✓ Letter or statement on the institution's letterhead, from an authorized official at the institution confirming the student applicants' eligibility to receive academic credit upon successful completion of the 16 week internship program
- ✓ Current résumé including email address, telephone numbers and educational/work experience
- ✓ Two letters of recommendation from a professor, instructor, counselor and/or an immediate supervisor
- ✓ Recent official transcript or letter from the Registrar's office to confirm good academic standing

Please note: *To be considered for an internship, application materials must be complete, per the above checklist. Also, due to the large volume of applicants, we will be unable to notify applicants who are not selected for internships. However, we suggest that those individuals re-apply for a future internship opportunity.*

Further Instructions

SEND YOUR COMPLETED APPLICATION PACKET BY POSTAL MAIL TO (Electronic Submission

Preferred):

Internship Program, Department of Human Resources

City of Baltimore

ATTN: Njukang (NJ) Asong

201 East Baltimore St, Suite 300, Baltimore, MD 21202

Submit an Electronic Application at: www.baltimorecity.gov

Questions regarding the Academic Credit Internship Program should be directed to Njukang (NJ) Asong, Program Coordinator, at: Njukang.asong@baltimorecity.gov

APPLICATION DEADLINES: *July 15th for Fall Semester, November 15th for Spring Semester, April 10th for Summer Semester*