

Overview

Trailhead Institute is a public health institute whose mission is to advance innovation and collaboration in public and environmental health. With this in mind, the **Intern** will work with the Trailhead team to further the organization's mission, to build a regenerative organization that actively works to reverse historical inequities within public health and within our organization, and to operate in accordance with our organizational drivers of collaboration, capacity, and justice. This person will ensure that a focus on inclusivity, diversity, and equity is incorporated throughout all components of their work.

The Intern will work remotely and support the work of Trailhead's mission overall as well as the specific work of the [Regional Health Connector workforce](#). The Intern will report to Gillian Grant, Program Manager, and will work in collaboration with internal and external teams and partners.

This is a **remote** position with preference given to candidates based in Colorado due to the potential for local and in-state travel. All business is conducted in Mountain Time.

Intern stipend is \$28/hour; work will exceed no more than 26 hours/month but may vary week to week. Scheduling details will be confirmed prior to internship acceptance. Funding for this position is term-limited through June 30, 2024. Once the funding ends, the position may be discontinued, and there is no guarantee for future paid internships with Trailhead Institute.

Responsibilities:

- Support monthly calls with RHCs through tracking attendance, note taking, uploading recorded calls
- Compile content in weekly resource newsletter for RHCs
- Organize and maintain external partner contact list and partner connection calls
- Assist in planning and managing of logistics for the RHC annual retreat
- Develop communications for RHC program external partners
- Research and document resources related to systems change
- Participate in internal program team meetings
- Maintain relationship with guide in weekly 30 minute connections

Skills

- Excellent communication skills, both written and verbal
- Proficiency in Microsoft Office, Word Press, Canva, Linked In, and Zoom, as well as the aptitude to learn new computer applications as needed
- Keen analytic, organization and problem solving/decision-making skills
- Demonstrated work history of coordinating and completing tasks independently and on time
- Excellent interpersonal and conflict resolution skills, able to resolve issues directly as they arise through the practice of ethical communication

Key Characteristics

A successful track record in setting and managing multiple priorities

An entrepreneurial spirit, nimble and responsive in a dynamic, fast-paced environment

Open to new ideas and willing to step outside of one's comfort zone, fail, learn from mistakes, and maintain a continuous improvement mentality

A team player

Responds well and flexibly to change and stressful situations

Commitment to the mission, vision, values, drivers, and strategic direction of Trailhead Institute

Desire to promote this work in a professional and ethical manner

License and Proof of Insurance Requirement

If you will be using a personal vehicle to drive yourself for Trailhead Institute business, you must provide a valid driver license and proof of insurance. While access to reliable transportation is a must, having a driver license and/or personal vehicle is not a requirement for employment with Trailhead Institute.

To Interview Us

We will be holding **office hours** during the two-week application period. This offers you an opportunity to schedule a 15 minute call and ask any questions regarding the intern announcement and/or about Trailhead. Participation is optional in this non-interview portion of the process and won't impact your consideration for the role. If interested, please sign up using [this link](#).

If you are unable to make it to the scheduled office hours, check out our [Regional Health Connectors Internship Q&A](#).

To Apply

Please [apply online](#). You may be asked for additional materials once we receive your application.

Application review will begin the week of **November 6, 2023**. Applications will be accepted until the position is filled, but full consideration will be given to applications completed and received before **November 17, 2023**. Only electronic submissions are accepted.

Trailhead Institute is dedicated to providing equal employment opportunities to all individuals based on position-related qualifications and ability to perform that role, without regard to age, sex, race, color, veteran status, religion, disability, sexual orientation, gender identity, marital status, or national origin. Trailhead Institute welcomes applicants from all communities, educational backgrounds, and life experiences.