



**DISTRICT OFFICE**  
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## Summer of Impact 2024 GNR Internship

**Role:** Women's Health Program Worker

**Purpose of the summer internship:** To help develop a strong workforce in the community through a paid internship for a Summer of Impact student from Central Gwinnett HS or Discovery HS. Internship will be at the District Health Office in Lawrenceville.

**Internship Description:** GNR Public Health is seeking 2024 summer intern with a desire to learn and grow in knowledge and understanding of Public Health. Interns will work within a multidisciplinary team of clinical and nonclinical professionals, working collaboratively to meet the Public Health needs of the community. Intern will work in our District Office supporting and assisting clients meet their Public Health clinical needs.

An internship with GNR Public Health will help students develop:

- Customer service skills
- Community navigation skills
- Office operations skills
- Interpretation skills

Intern will be expected to assist with department operations including:

- Providing interpretation (if bilingual)
- Assisting with filing, shredding, and paperwork processing
- Assembling required documents for client referrals to contracted clinical vendors
- Gathering and compiling information for department reports, applications, mailings, data submissions, etc.
- Answering phones
- Updating departmental spreadsheets and referral logs
- Participating in health fairs or community events as part of the Women's Health Team
- Other duties as assigned to meet the organizational needs

### Requirements

- Excellent customer service skills
- Bilingual (Spanish preferred)
- Willingness to serve in different ways that meet the needs of the community
- Participate in all Summer of Impact Events/Meetings
- Able to work during regular department hours (M – F 8am – 5pm)