Communication

Volunteer Description

This volunteer/intern will support the Urban Indian Health Institute (UIHI) Communication Team in creating, maintaining and updating information for dissemination on the web, at conferences and in presentations. The primary aims of this position are to:

- Increase the capacity of the UIHI to provide the Urban Indian Health Organizations with useful materials.
- Assist the UIHI Communication Team in their goals to present a consistent, uniform, accurate and professional image of the UIHI aligned with the UIHI mission.

This volunteer/intern will be responsible for assisting the Communication Team with a variety of tasks including:

- Updating PowerPoint presentations with the most current and accurate information, and reformattting these into the new PowerPoint presentation template.
- Cataloging external resources on the UIHI website including Health Month Announcement resources, training sessions, and links to health resources distributed in the Weekly Resources and Opportunities Email and Health Alert resources.
- Tracking and analyzing analytics from Constant Contact, Google Analytics, and other methods of communication to determine the effectiveness of the UIHI Communication strategies.
- Updating and improving UIHI communication templates for materials such as fact sheets, briefs, broadcasts, and reports.
- Researching communication strategies to improve the UIHI’s communication approach and process.
- Updating the UIHI Communication Strategies and Guidelines.

Other activities may be added as time allows and per the intern’s interest. Starting date and timeline are flexible.

Project area of focus

Urban American Indians and Alaska Natives, health communication, and dissemination.

Any special skills required

The UIHI strives to support the professional development of members of the AI/AN community and those who desire to work with the AI/AN community. Familiarity with health and social issues facing AI/ANs preferred. Familiarity with Microsoft Office Suite preferred. Familiarity with InDesign desktop publishing software a plus.

Compensation

The UIHI is unable to provide monetary compensation to volunteers. However, the UIHI will work with education institutions or other agencies so that volunteers can receive academic credit for their volunteer hours.

Contact Us

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