# **Health Policy & Planning Internship Program**

The San Mateo County Health System is seeking a dedicated and hardworking **Health Equity Intern** to join the Health Policy and Planning (HPP) team, a program within the Public Health, Policy and Planning Division. The HPP Internship Program is designed to provide work opportunities and practical learning experiences in public health, policy, planning, and research, with an emphasis in health equity and place-based primary prevention.

HPP Framework: Primary Prevention & Health Equity

There is a growing recognition that where we live, work, play, and go to school shape our health. HPP focuses on building healthy, equitable communities that prevent people from getting sick in the first place. HPP works to ensure all people have the opportunity for health and wellbeing and seeks to build health equity by addressing the root causes of poor health, such as the social, economic, and physical conditions around us. To achieve this goal, HPP employs expertise in policy, planning, research, equity, epidemiology, communications, and advocacy. HPP has a particular focus on supporting populations with higher rates of preventable health issues and in places with the fewest opportunities for health.  
  
HPP is currently focused on three areas of work:

* ***Fostering Healthy Places*** with transportation options, stable and resilient housing, good jobs, and sustainable food systems.
* ***Nurturing Healthy Kids and Youth*** by advancing a healthy school community, restorative justice practices, strong wellness policies and healthy school meals.
* ***Strengthening Community* *Healing*** through increased social connections, civic empowerment, advancing racial equity, and robust economic opportunities for all.

To learn more about HPP’s work visit [www.gethealthysmc.org.](http://www.gethealthysmc.org/)

Internship Overview: Health Equity Intern

The focus of the Health Equity Intern will be to assist HPP staff in researching and documenting emerging governance practices and strategies during the pandemic that centered health and racial equity and help identifying policy and financial opportunities for an equitable COVID-19 recovery.

More specifically, the Intern will work on any of the following:

* Conduct an analysis of model and emerging equitable governance practices that centered equity
* Help craft case studies on equitable governance practices that emerged during the pandemic
* Develop strategic and culturally relevant communications material to share research findings
* Assist staff in identifying opportunities to implement inclusive procurement and hiring policies: surveying County procurement and hiring policies, map existing assets and programs, and research model interventions
* Support stakeholder forums on racial health equity and equitable COVID-19 recovery efforts

The **ideal candidate** will have:

* Interest and dedication to advancing health and racial equity demonstrated through work experience and/or personal experience being impacted by health and racial inequities
* Understanding of the intersection between public health and exclusion as well as knowledge of health equity and racial equity principles and/or frameworks.
* Strong skills in public health, public policy, governance or political science research
* Ability to review technical and policy documents/publications, synthesize complex data, and identify recommendations
* Strong writing, communication, and people skills
* Strong organization and time management skills and ability to work independently toward excellent outcomes

Eligibility

* Current graduate level students and recent graduates - up to one year after graduation date – are eligible to apply. You may not be a current San Mateo County employee.
* Successful applicants will possess a deep passion for addressing health inequities and experience working to change them. Relevant experience may include:
  + Personal or family experience dealing with inequitable economic, social, health and educational systems and environments. For instance: being the first in your family to attend higher-education, growing up in a low-income neighborhood, experiencing housing/financial instability, or facing racial/ethnic or other types of discrimination.
  + Professional experience in programs that promote equity (this can be through a multitude of intervention types and variety of locations or organizations).

Internship Term & Pay

This HPP Internship program runs year-round. **The Fall Internship cycle runs from September to December 2021, and the intern must commit to working between 16-20 hours per week**. Reasonable timeframe adjustments can be negotiated. Current graduate students are paid between $25.21 and $33.62 per hour depending on experience.

How to Apply

Complete and submit an application to [HPPinternship@smcgov.org](mailto:HPPinternship@smcgov.org) with the following required attachments:

1. Cover Letter: Please describe your interest in and qualifications for this internship in the cover letter including position you are applying for.
2. Resume
3. Completed application and supplemental questionnaire (see next page)

The **application deadline** for the Fall Internship is **August 2, 2021** at **12:00 p.m. PST**.

Only completed applications will be reviewed. Please contact us if you do not receive an email confirmation indicating we received your application. If selected, you will be invited for an interview.

Questions

Rosa Torpis, Program Coordinator

225 37th Avenue, 1st Floor, San Mateo, CA 94403

Telephone: (650) 573-2462

E-mail: [hppinternship@smcgov.org](mailto:hppinternship@smcgov.org)

[www.facebook.com/GetHealthySMC](http://www.facebook.com/GetHealthySMC)

[www.twitter.com/GetHealthySMC](http://www.twitter.com/GetHealthySMC)

To be completed by the student and sent directly to [hppinternship@smcgov.org](mailto:hppinternship@smcgov.org). Applications should be submitted as early as possible

**INTERNSHIP**

**APPLICATION FORM**

**Return to:** [**HPPinternship@smcgov.org**](mailto:HPPinternship@smcgov.org)

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| **Name** | **­­­­­­­­­­** | | | | |
| **Address** |  | | | | |
| **Telephone** |  | | | **Email:** | |
| **Status (select one):** | | **Current Student, What Year (1st, 2nd, etc):**  **Recent Graduate (up to one year from graduation)** | | | |
| **Educational institution:** | | **College/University:** | | | **Major/Minor:** |
| **Availability (month/year)** | | **From:** | | | **To:** |
| **What days and hours will you be able to work during the week**  **(Mon – Fri)?** | | |  | | |
| **Is this internship a requirement for the completion of a practicum, degree, or certificate?** | | | **Yes:**  **Hours required**:       **No:** | | |
| **Additional information, special qualifications and/or school requirements (work-study, community service, etc.)** | | |  | | |
| **How did you hear about the HPP Internship Program** | | | **Career Services  Web Search  Word of Mouth**  **Other** | | |
| **References** | | | **List name and contact information for two references** | | |

**Required Supplemental Questions**

Please limit your answers to **300 words or less** per question.

1. Please describe how you meet one or more of the following eligibility criteria:
   1. You have personal or family experience dealing with inequitable economic, social, health and educational systems and environments. For instance: being the first in your family to attend higher-education, growing up in a low-income neighborhood, experiencing housing/financial instability, or facing racial/ethnic or other types of discrimination.
   2. You have a deep passion for addressing health and racial inequities, and have experience working in programs that promote equity. This can be through a multitude of intervention types and variety of locations or organizations.

1. Please provide an example of a project that involved a range of data collection and analyses, communicating research findings to a wide audience, and crafting recommendations based on findings. Be specific about a) your role in the project and b) the research and data collection methodology used, c) the communication materials used to share research findings.