



Pima County Health Department
Employee Training & Development Intern
2024-2025 Academic Year
20-25 Hours/Week; 675 Hours Total
Tucson, AZ
americorps@arizonaserve.org

- I. Organizational Purpose and Background:** The Pima County Health Department (PCHD) is seeking an intern to support the work of the **Employee Training and Development (ETD)** team in the Cross Functional Operations division for developing and advancing the Department's Workforce Development and Strategic Planning strategies. Responsibilities include assisting with strategic planning development and implementation. This position supports programming within the Employee Training and Development Program that positively affects department retention and recruitment strategies, assists in organizing employee retention activities, and identifies and promotes employee wellness activities.
- II. Project Focus Areas and Activities**
 - Create plan for National Public Health Week to include all divisions and implement the 2025 theme
 - Network with community partners for resources
 - Gather and maintain accurate documentation of data for all activities and events using proper forms, files, and databases
 - Assist with departmental new employee orientation
 - Assist in the development and implementation of the Department workforce development plan
 - Participate in/on a variety of meetings, and/or other related groups to receive and convey information
 - Reports to ETD Program Manager
- III. Requirements and Benefits**
 - A. Education, Skills and Abilities**
 - 18 years or older, no upper age limit. All ages are welcome and encouraged to apply
 - Remote work not available; internship shall be onsite
 - Proficient in Microsoft Word, Excel, and Internet-based communications
 - Demonstrated ability to work independently and in a team setting in a consistent, energetic, positive manner

- Strong organizational and time management skills
- Effective problem-solving skills
- Ability and desire to work with diverse community members
- Effective interpersonal skills
- Strong written and verbal communication skills
- Ability to speak and write Spanish a plus
- College enrollment or completion at the bachelor's, master's or PhD level
- Access to reliable transportation and legal driver's license

B. AmeriCorps State Member Benefits

- Stipend of \$7,941.17 per Academic Year
- \$2,817.14 Segal Education Award upon successful completion of service hours.
- Certificate in Civic Leadership and Service through Prescott College
- Professional development opportunities and Public Health Corps Certification provided by the CDC.
- Team support and coaching

Arizona Serve is committed to implementing inclusive practices in the workplace. We do not discriminate on the basis of race, religion, age, ethnic background, sex, disability, size, sexual orientation, gender identity, or gender expression. Those who have marginalized identities, whether or not those identities provide protected status, are encouraged to apply.

[Arizona Serve provides an inclusive environment accessible to individuals with reasonable accommodations.](#)

Prescott College is a proud participant in the Employers of National Service initiative. AmeriCorps, Peace Corps, and other national service alumni are encouraged to apply.

Applications for AmeriCorps Public Health Corps Positions at the Pima County Health Department can be accessed at the [Pima County Health Department](#).

Applications are due by Friday, June 14, 2024.