**Refugee Health Promotion Internship**

Spring Semester 2019

Position: Refugee Health Promotion Workshop Intern (5-10 hrs/wk, Jan - Jun 2019)

Description: The Refugee Health Promotion Workshop Intern collaborates with the Director of Refugee Health Promotion in the execution of the Refugee Health Promotion Workshop series, designed to increase health literacy among refugees living in Arkansas <2 years.

Responsibilities include:

- Design promotional materials for workshops

- Distribute workshop invitations via phone, mail, or in-person

- Design, print and prepare workshop materials (handouts, worksheets, etc)

- Workshop logistical set-up including room set-up, AV

- Manage or assist with catering logistics

- Provide transportation assistance to workshops for attendees

- Coordinate childcare arrangements

- Maintain attendance logs

- Assist with workshop evaluation design, execution and analysis

Preferred experience:

- Event coordination

- Graphic design

- Working in a cross-cultural environment

Access to own transportation and willingness to assist with driving strongly preferred.

Please contact Joanna Krause at Joanna.krause@canopynwa.org if interested.