**Refugee Health Promotion Internship**

Position: Refugee Health Promotion Intern (10 hrs/wk)

Description: The Refugee Health Promotion Workshop Intern collaborates with the Director of Refugee Health Promotion in the execution of the Celebrate Wellness Refugee Health Promotion Workshop series, designed to increase health literacy among refugees living in Arkansas <2 years.  The RHP intern also supports access to care by assisting with transportation to medical appointments.

Responsibilities include:

Celebrate Wellness

- 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

Access to healthcare

- Provide transportation to refugee clients to medical and dental appointments

Preferred experience:

- Event coordination

- Graphic design

- Working in a cross-cultural environment

Occasional weeknight and weekend availability preferred