

**Program Intern (DataShare Santa Cruz County)**

**FT/PT:** Part Time Intern

**Reports To:**  Program Analyst/ Senior Consultant

The **Health Improvement Partnership of Santa Cruz County (HIP)** is a non-profit coalition of public and private health care organizations with offices in Scotts Valley, CA, whose **mission** is to work collaboratively to increase access to high quality, high value, and patient-centered care with a focus on the safety net population. In support of this mission HIP works to strengthen safety net clinics, build systems of care, and promote community collaboration and education.

HIP is seeking a dedicated individual interested in understanding of racial equity and diversity, equity and inclusion as principles for effective programs. The Program Intern for DataShare Santa Cruz County (DataShareSCC) is responsible for supporting the creation of new DataShareSCC website pages, assisting with tutorials and translating existing tutorials and pages on DataShareSCC.

As a small non-profit, the HIP team value collaboration by working closely in supporting each other’s duties and programs.

**Job Summary:**

Essential duties and responsibilitiesinclude but are not limited to the following, as well as other duties and responsibilities that may be assigned,

Under the supervision of the HIP Program Analyst and in support of all HIP staff, the Program Intern will be responsible for:

* Creating and editing webpages and data reports on current health and healthcare related topics
* Identifying and uploading resources to DataShare
* Developing content to post on DataShare
* Identifying and uploading locally sourced data sets to DataShare
* Create Google Analytics Reports
* Assist in developing and delivering trainings and webinars for community members, initiatives and organizations
* Attending DataShare Steering Committee, Data-subcommittee, DataShare Site Development Committee,

**Other Duties and Responsibilities:**

* Ability to work effectively and efficiently
* Ability to build internal and external relationships
* Establishes and builds an environment of trust and credibility
* Ability to collaborate and build an effective team environment
* Ability to work independently and as part of a team

**DESIRED QUALIFICATIONS:**

* Minimum High School graduate or equivalent. Enrolled in undergraduate studies preferred
* Background in Human Biology, Public Health, Sociology, Anthropology, or Community Studies recommended
* Proficiency in Microsoft Office, including advanced skills in Excel
* Proven ability to manage multiple projects and work on a collaborative team
* Professional written and verbal communication skills
* Excellent time management skills

**TERMS**:

* Part time position, 15 – 20 hours per week
* Starting salary: $18 /hour
* Potential option to work remotely
* **Location:** 1800 Green Hills Road, Suite 100, Scotts Valley, CA

Applications will be accepted until position is filled. To apply, please send cover letter, writing sample and resume to [sarah@hipscc.org](mailto:sarah@hipscc.org).

HIPSCC is an equal opportunity employer and embraces and promotes a diverse work environment (W/M/D/V). Opportunities are open to all individuals without regard to race, religion, national origin, gender, sexual orientation, marital status, age, disability, or any other legally protected class.