



A collaborative program of the Jefferson Union High School District and the San Mateo Medical Center

Health Communications and Social Media Intern

ORGANIZATION: Daly City Youth Health Center

REPORTS TO: PLAY Manager

SCHEDULE: August 2024-June 2025, 10hrs/week

INTRODUCTION:

The Daly City Youth Health Center believes in the potential of all young people, and with a little help and guidance, they can make smart decisions that set them on track for a healthy and productive life. Young people today are dealing with impacts of the COVID-19 pandemic. In response to the pandemic, this new way of life has exacerbated issues young people had already been dealing with, including pregnancy, sexually transmitted infections, substance abuse, stress, bullying and suicide. These challenges are greater in northern San Mateo County where at least a third of our young people live in poverty and many are immigrants facing language and cultural barriers. Many don't know where to get the help and support they need.

For 34 years Daly City Youth Health Center has prepared our communities' teens and young adults for a healthy and productive adulthood. The Health Center is a school-linked program of the Jefferson Union High School District in collaboration with a medical clinic operated by the San Mateo Medical Center. The Health Center provides free, confidential and culturally sensitive primary medical care, mental health counseling, and health education to adolescents aged 6-26 years of age.

DESCRIPTION OF POSITION:

Under the direction of the PLAY Manager, the intern will develop and implement a Social Media plan/schedule. They will also develop health and DCYHC related content in the form of posts, infographics, flyers, broad messaging, etc. They will also be responsible for managing, maintaining, and developing the DCYHC Squarespace website. Our target audience ranges from youth, families, community based organization partnerships, funders, and potential new interns. All of these activities will be conducted through a hybrid model (at the discretion of DCYHC), in-person and remotely from August 2024-June 2025. The internship can be adjusted to meet internship, APEX, or practicum requirements.

RESPONSIBILITIES:

- Maintain, develop, and update the DCYHC website
- Research, create, and post infographics
- Develop and create flyers and social media postings
- Maintain various social media accounts and interact with the community through these accounts
- Assist with planning and implementation of health education related events (as needed).
- Collect, compile, review, and enter accurately all data and activities, for grants and program evaluation purposes.
- Serve as a liaison between the schools, Youth Health Center, other project staff and collaborative agencies.
- Adhere to guidelines and organizational policies and procedures.
- Attend team meetings and other program meetings on a weekly or monthly basis.
- Collaborate with behavioral health, medical, PLAY and administrative teams on projects

relating to the overall DCYHC's mission.

- Reliable access to technology and network requirements for working virtually.
- Create outreach and recruitment materials.
- Be engaged
- Hold personal responsibility for timelines and assigned work
- Work independently to research, communicate, and collaborate as needed during the internship.

REQUIRED QUALIFICATIONS:

- Student preferred, post high school and above
- BIPOC LGBTQ+ identified people are highly encouraged to apply
- Spanish and/or Tagalog bilingual speakers are highly encouraged to apply
- Strong written and verbal communication skills
- Well organized and efficient
- Ability to adapt to changes during the course of this project
- Flexible schedule and team oriented
- Strong collaborative skills including the ability to work well with people in a variety of work settings.
- Exercise good judgment under pressure
- Strong interest in working with at-risk youth from diverse backgrounds.
- Ability to receive and apply feedback.
- Have a fun and creative mindset.

Stipend offered

TO APPLY:

Send resume and cover letter to Mackinnon Ross at mross@jeffersonunion.net.

Due by June 14, 2024 *highly encouraged to apply as soon as possible as the position may be filled with the right candidate before June 14, 2024.*