

Servant Leadership Summer Internship Placement Site Job Description Information Sheet Summer 2023

Organization Name: Emory University Urban Health Initiative & Assistant Dean's Office for Emory at Grady

Address: [49 Jesse Hill Jr Dr., Atlanta GA 30303](#)

Phone: 706-877-3502

Web site: www.urbanhealthinitiative.emory.edu

Internship Supervisor: Jada Bussey-Jones and Monique Rainey

Supervisor's contact information including e-mail:
monique.rainey@emory.edu

Organization's Mission Statement: To provide health disparities education and advocacy, build collaborative partnerships, and develop best practice models with low-wealth communities and those who work with them to advance equity in health and well-being.

Summary of organization's primary programs and services: Overview

- **Vision Statement:** Communities working together to eliminate health disparities and social determinants of health inequity.
- **Mission Statement:** To provide health disparities education and advocacy, build collaborative partnerships and develop best practice models with low-resourced communities and those who work with them to advance equity in health and well-being.
- **Our Values:**
 - *Leadership:* We listen and learn from our community. We approach the systemic causes of community problems and mobilize resources for the common good.
 - *Equity:* We endeavor for health equity, and focus primarily, but not exclusively, on vulnerable populations in the Metro Atlanta area.
 - *Inclusiveness:* We practice and champion inclusiveness in the community at large. We honor diverse strengths, needs, voices, and backgrounds of all members of the UHI and partnering communities.

- *Accountability:* We serve as stewards for our community investments and honor the charitable intentions of donors to meet current and future research-based community-led needs. We are duty-bound to the highest standards of ethics, integrity, service, and fiduciary responsibility.

Intern's title: Social Media and Communications Student Manager

Number of interns requested: 1

Internship project/job description (please include a virtual/socially distanced option if possible):

The Social Media and Communications Manager will be responsible for developing and implementing our communication strategy to increase our online presence and improve our faculty engagement in programs. The manager will work closely with our team which includes the Faculty Development Committee, the Assistant Dean for Emory at Grady Faculty Development and the Program Coordinator.

Duties and responsibilities

- Develop, implement and manage our communication strategy including social media, newsletter and other reports
- Define most important social media key performance indicators
- Manage and oversee social media content
- Review and propose appropriate social media best practices and technologies
- In collaboration with team, propose and schedule annual communication plan with content that is informative and appealing

Qualifications:

- Excellent knowledge of Facebook, Twitter and other social media best practices
- Strong writing and editing skills
- Demonstrated ability to multi-task and exceptional attention to detail
- Strong problem-solving skills
- Team player

- Good time-management skills
- Great interpersonal, presentation and communication skills

Are there other requirements for this position (security check, drug screen, immunizations, etc.)? If yes, please note them here: No

Will the internship require that the student have a car? No, this is a remote position.

Is placement site accessible by public transit or other transportation options?
Yes