



WE ARE HIRING!

**STUDENT INTERN POSITION FOR SUMMER!
RATE OF PAY: \$20/HR**

Ontario County's Office for the Aging and Public Health is currently seeking applicant to fill a Student Intern vacancy - position will be split between both Depts.

OFA duties:

Assist office with mailings, data entry, phone calls, and more. Implement Grant Workplan focused on Elder Abuse prevention and community engagement. Work with Wellness Coordinator to scope out and set up sites for bike club and pop up wellness classes. Assist with the scheduling and preparation of community presentations. Create content for Social Media Platforms.

Public Health requirements:

Applicants must have good written and verbal communication skills and be willing to work both in the office and in the community. Applicants will need to be flexible and to enjoy group work. Duties will include assisting our health educators with presentations, health fairs, and other community events; working on targeted health-promotion project(s); gathering data; and networking with existing staff and community partners.

MINIMUM QUALIFICATIONS:

Completion of one (1) year of college study from a college or university with a major in business, engineering, finance, marketing, planning, public administration, human resources, nursing, criminal justice, statistics, or a closely related field AND must be currently enrolled full-time in an accredited college degree program at time of application.

To apply visit: <https://ontario-portal.mycivilservice.com/jobopps>