



Internship Job Description – Public Health Intern
Oakland, CA – Fall 2022 / Winter 2022-23

The Opportunity

The Myotonic Dystrophy Foundation (MDF) announces search for four college level and graduate student interns to help advance MDF's mission.

Vision: We envision a world with treatments and a cure for myotonic dystrophy (DM).

Mission: The MDF mission is Community, Care, and a Cure.

- We support and connect the myotonic dystrophy community.
- We provide resources and advocate for care.
- We accelerate research toward treatments and a cure.

Founded in 2007, MDF is the leading global advocacy organization helping families and professionals understand DM, a rare, genetic, multisystem, highly variable neuromuscular disease. MDF helps constituents identify resources and support, improve quality care, and advance research for management and cures. MDF has a global reach, assisting families and championing other advocacy organizations in more than 139 countries around the world. As many as 150,000 individuals may be at risk for the most common form of DM in the United States alone. Tens of thousands of affected families as well as providers, industry partners, researchers, and donors, together, form the MDF.

Position Overview

MDF has a small, passionate staff based in Oakland, CA's Preservation Park and seeks to add college level and graduate student academics to its team as interns focused on strategic projects. The data and research intern will report to the Program Director and will work collaboratively with all departments at MDF. The position has flexible hours starting at a minimum of eight hours/week, beginning in late September. Remote applicants are welcome, however MDF prioritizes candidates who live in the Bay Area and

prefers, to the extent safety and health considerations allow during the COVID-19 pandemic, that staff report to the MDF office.

Intern Projects

- MDF Community Resources: The intern will gather information and develop a comprehensive list of resources in the MDF database. These resources from a variety of topics like healthcare, finances, housing, and food, will be used for outreach to community members based on their specific needs.
- Record-keeping: The intern will conduct regular data entry to ensure MDF's database of record, Salesforce, accurately reflects information from community member outreach, programs, conferences and events, and other program-related inputs.
- The MDF Toolkit: The MDF toolkit provides a comprehensive understanding of DM, symptom management, daily life optimization, care coordination, and much more. Ideal for the newly diagnosed individual, the Toolkit offers perspectives from neurology, anesthesiology, PT, OT, and other care perspectives in a lay-friendly, accessible way. The intern will be involved with developing and editing content for various sections in the toolkit based on their level of expertise.
- MDF Find-a-doctor map: At MDF, we are continually seeking and adding clinicians to our worldwide database of clinicians to help our community members identify a doctor, or any other medical professional who understands and has experience with myotonic dystrophy (DM). We rely on community members to help us expand this important resource. The intern will be involved with updating the existing database for this interactive map from the backend of MDF website.
- Social media and communications: Identify and/or create related content for MDF social media communications opportunities, including Facebook page, Twitter feed, Instagram account, website, newsletters, PowerPoint presentations and other communication in line with MDF style and brand guidelines. As needed provide content for newsletters, grant requests, board and other related communications efforts. *Academic focus on communications or public health preferred.*
- Other projects as identified. Great experience and resume builders!

Qualifications

- College degree or current student enrollment required. Community College and University students and graduates encouraged to apply. Ideal concentrations are

public health, nonprofit management, healthcare and related fields, data and information systems, social work, and communications or journalism.

- Ability to handle multiple projects simultaneously and determine priorities.
- Experience identifying resources for diverse populations throughout the U.S. required.
- Strong communications/writing skills with both internal and external constituencies.
- Natural curiosity and ability to ramp up quickly in new content areas, leveraging the expertise of others.
- MS Office experience required.
- Ability to work well under pressure and adapt easily to changing situations and priorities.
- Experience managing projects and small teams with diverse stakeholders preferred but not required.
- Ability to work with diverse groups and tailor communication to reach diverse populations.
- Empathy and self-starter mentality required.
- Consistent high attention to detail with the ability to self-monitor for accuracy.
- Knowledge of rare disease, including myotonic dystrophy, is not required.

Compensation and Benefits

The Foundation offers interns \$20/hour for the duration of the internship.

Application Process

Interested and qualified candidates are encouraged to apply by sending a **cover letter and resume** to tanya.stevenson@myotonic.org. All correspondence will remain confidential. Submissions without cover letters will not be considered.