



P.O. Box 13481 ♦ Durham, NC 27709 ♦ office @pillarconsultingrtp.com ♦ 919-998-6493

**#NAH JUNIOR AMBASSADOR PROGRAM**  
**INTERN JOB DESCRIPTION**

The intern's role is to provide administrative assistance for the Not A Host™ Junior Ambassador Training, a five-session, self-paced virtual series that highlights the root causes of disease, as well as basics of public health, COVID-19, informed decision-making and health communication. The position reports directly to Dr. Bahby Banks, CEO of Pillar Consulting and the organizational partner lead, Dosali Reed-Bande, executive director of the West End Community Foundation, Inc.

**GENERAL RESPONSIBILITIES:**

**1. Program Planning**

- Participate in weekly coordination meetings for first four months of the project; monthly meetings for months 5-6
- Assist with the development of recruitment plan to enroll forty (40) youth ages 10-18 to participate in the junior youth ambassador training (e.g., relevant listservs, DPS contacts and other communication channels)
- Assist with securing venue(s) for in-person youth ambassador meetings and graduation ceremony; work with [Pillar Consulting](#) team to develop agenda, activities and other logistical considerations

**2. Recruitment**

- Assist with the development of an online application for interested youth with contact information (legal name, physical address, email, phone, age, parent/caretaker legal name, primary email address, secondary email address)
- Maintain up-to-date roster of ambassador contact information
- Assist with the distribution of all Not A Host™ Junior Ambassador Program materials (flyers, social media posts, etc.)

**3. System Management**

- Assist with the overseeing of quality assurance/completion of required forms for youth enrollment (parental consent, youth assent, media release); provide weekly updates during registration window
- Assist with the creation and maintenance of the work plan; provide weekly updates of progress of work plan.

**4. Communication**

- Lead communication with parents and youth for duration of the project (including via email, phone and group chat (GroupMe))
- Co-facilitate two (2) parent and youth virtual orientation sessions

- Work with curriculum implementation lead to determine appropriate follow-up individual communication with parents and ambassadors

## **QUALIFICATIONS:**

- Current college student or BA/BS degree
- Organizational abilities including planning, program development, and task facilitation
- Strong time management and organizational skills to prioritize multiple tasks
- Must possess a high level of accuracy, responsiveness, and timeliness
- Ability to exercise sound judgment and work independently
- Previous experience working with communities