

INTERN POSITION DESCRIPTION
National Council on Patient Information and Education
Bethesda, Maryland
<http://www.talkaboutrx.org>
<http://www.bemedwise.org>

Applications are accepted year-round; submissions are encouraged at least two months prior to the desired starting date.

Basic Requirements:

1. Commitment to public health mission, and dedication to patient safety objectives
2. Academic training: enrolled in bachelor's or graduate degree program
3. Excellent communication, marketing and organizational skills
4. Proficiency in Windows 97 and MS Office
5. Familiarity with conducting research via the Internet
6. Ability to work independently in a small office
7. Minimum time commitment of 8 weeks

Additional Desired Skills:

1. Superior writing, especially for consumer audiences
2. Expertise in developing patient education materials
3. Interest in health communication
4. Experience in designing and/or implementing health education campaigns
5. Familiarity with basic "social marketing" principles
6. HTML training

Potential Projects (subject to change):

1. Creation and/or evaluation of consumer materials addressing appropriate use of non-prescription medicines
2. Creation of consumer materials addressing appropriate use of dietary supplements ("herbals")
3. Revision of consumer brochures addressing women and medicines; children and medicines
4. Development of educational activities and marketing strategies related to annual, national health observance ("Talk About Prescriptions" Month)
5. Routine website updating, including timely identification of health policy and clinical research articles related to improving medicine communication and appropriate use of medicines
6. Strategic planning to boost "e-commerce" component of website
7. Development of marketing strategies to promote dissemination of NCPPIE messages by large employers and business communities

Benefits:

1. A highly responsible position with a respected non-profit coalition of over 135 consumer, health professional, and industry organizations, plus federal agencies such as the FDA
2. Possibility of academic credit, depending on applicant's program
3. Proximity to Metro (Red Line, "Bethesda" station in suburban Maryland)
4. Partial reimbursement for transportation
5. Business casual dress code everyday