



Title: Public Health Intern

Hours: 5-15 hours per week

Location: 731 N. Jackson Street, Suite 405, Milwaukee

Timeline: Fall Internship: September to December

Spring Internship: January to April

Summer Internship: May to August

*start and end dates may be flexible, when applying please note any necessary dates

Job Overview: As the Public Health Intern, you will be joining the Prevent Blindness Wisconsin Program Team and will work with staff to support statewide vision screenings programs and public health education. This position offers hands-on experience in many areas of nonprofit programming including: data entry, client rapport, partner relationships and more.

Potential Tasks Include:

- Contacting families of children referred from vision screenings
- Contacting schools, determining interest, and scheduling vision screenings
- Participate in vision screening training and certification provided by Prevent Blindness Wisconsin
- Reporting results using Prevent Blindness Wisconsin's data entry system
- Assisting with follow-up of children referred
- Assist with contacting clients of our Vision Care Voucher program and assisting them through the voucher process
- Assist with agency mailings and other office work
- Work with school nurses and doctors to maintain accurate resource information Minimum

Skills/Qualifications:

- Interest in gaining professional experience in a health-oriented nonprofit agency
- Strong communication, organizational, and computer skills
- Ability to work independently

To Apply: Email a resume to Breanna Reckamp at Breanna@pbwi.org