

## **Environmental Health Education Intern**

We are seeking an Event/Logistics Coordinator for the 3<sup>rd</sup> Annual NW Environmental Health conference sponsored by Oregon Physicians for Social Responsibility, Oregon Environmental Council, the Josiah Hill Clinic, and Health Care Without Harm.

The Environmental Health Education Intern will provide support for planning, implementation, and event day coordination for the Third Annual Northwest Environmental Health Conference, to be held February 11, 2011. This conference is targeted to health professionals, nonprofit and governmental stakeholders. The first conference, in February 2009, featured presentations on the health impacts of global climate change, phthalates, and other chemicals of concerns in our healthcare settings; and panel presentations on public health impact assessments, environmental justice, and the role of health providers, practitioners, community health workers, and other health colleagues in energy and chemical policy reform in the Pacific Northwest. This event is a collaborative effort of CHE-Oregon, Oregon Physicians for Social Responsibility, Oregon Health Care Without Harm, Oregon Student Nurses Association, and the Multnomah County Health Department.

For more information on last year's conference, visit:

<http://www.oeonline.org/our-work/kidshealth/healthprofessionals/second-annual-nw-environmental-health-conference>

### **Tasks**

- development and circulation of promotional materials
- review and disposition of speakers' proposals, poster session proposals, exhibitors and session moderators
- event logistics and agenda
- media outreach
- events programs and packets
- registration
- event day coordination of volunteers
- evaluation and wrap-up activities

### **Qualifications**

- Detail oriented with advanced writing and editing skills.
- Reliable and on time.
- Ability to work independently.
- Interest in environmental health issues and related issues.

### **Time Commitment**

Start Date: November 1, 2010.

Estimated to be 10 hours per week for November and December; 15 hours per week January and February.

To apply, please send cover letter and resume by October 5, 2010 to:

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