



INTERNSHIP DESCRIPTION

Agency: Mother & Child Health Coalition

Department name: Standing Committee – **Legislative Advocacy Committee**

Overview of the program:

Mother & Child Health Coalition (MCHC), a recognized non-profit leader in the field of maternal & child health with particular expertise in combating health inequities and social determinants of health all focused on decreasing infant mortality within the Kansas City metropolitan area, believes that every child deserves a healthy start. MCHC's work is aimed at improving health outcomes and addressing health disparities through community intervention activities and public awareness campaigns.

Overview of the internship: Legislative Advocacy Intern

- Update advocacy materials, fact sheets.
- Take meeting minutes of the MCHC legislative meetings and help track bills.
- Assist in the development of plans for any legislative activities that help implement previous resolutions within Missouri and Kansas.
- Assist with the development and preparation of testimony for various legislative hearings.
- Assist with direct outreach and communication to MCHC members, partners, by mailings, emails and phone calls to promote our advocacy.
- Work directly with MCHC Executive Board/Legislative Committee to research and draft resolutions which form the basis for governance of MCHC policy.
- Assist with planning implementation or follow-up to legislative forums and meetings.
- Work on "grass tops" advocacy by meeting with Congressional representatives to discuss MCHC and MCHC legislative priorities.
- Research and implement an online advocacy system to update and inform members and community partners on important public health advocacy issue.

Knowledge and Skills Required

- Coursework in health education/behavioral theory, multicultural communications, program planning, advocacy and policy/environmental approaches to improving health and other health education competencies is preferred.
- The ideal candidate will be able to work with minimal supervision; have excellent oral, written, and interpersonal communication skills; attention to detail; reliable and prompt;

able to commit to a regular schedule; able to maintain a professional demeanor with a variety of personalities; and able to work in a team environment.

- Required: Microsoft Office programs including Word, Excel, and Publisher. Internet research and database management experience preferable. Highly motivated, self-starter.

When are these positions offered?

- Start date: **Open**
- End date: **Open**
- Hours: (internships are typically arranged to accommodate intern's needs.)

Flexible; generally M-F 9:00 a.m.-5:00 p.m. but some evening and weekends may be required.

Location: **2340 East Meyer Blvd., Building 1, Ste. 216 Kansas City MO 64132**

Pay/ Stipend: **Unpaid**

Travel: **Limited travel within the 5-county metro KC area.**

Transportation – is a car required? **Yes**

Application deadlines: **Open**

Contact information: Submit résumé and letter of interest via: info@mchc.net

Susan McLoughlin, MSN, RN, CPNP, MCHC executive director, 816-283-6242, ext. 253 or Paul Cesar, Coalition coordinator, at ext. 239.



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