



Position Announcement Community Health Worker Programs Internship

About Public Health Institute of Metropolitan Chicago

The Public Health Institute of Metropolitan Chicago (PHIMC) is a pivotal organization dedicated to creating compassionate, affirming, and racially equitable systems to enhance health and well-being for everyone. PHIMC's mission is to align people, strategies, and resources to strengthen public health and advance health justice through innovative and collaborative methods.

To address critical health challenges, PHIMC collaborates extensively with various entities, including public health departments, government agencies, community-based organizations, advocacy groups, academic institutions, grant-making bodies, healthcare providers, and associations. This approach ensures a comprehensive and inclusive strategy for tackling health issues. Central to PHIMC's ethos is its commitment to equity, which permeates all aspects of its work.

Recognizing its workforce as its most valuable resource, PHIMC is committed to recruiting and developing a passionate, trustworthy, and knowledgeable team. The focus is on employee growth and success, as they are essential to achieving PHIMC's goal of improving health and racial equity in Illinois communities. Employees are encouraged to build authentic relationships based on empathy and inquiry, both within their teams and with external partners. This supportive and nurturing work environment is ideal for individuals passionate about making a positive impact on public health and advancing racial equity.

About the Community Health Worker Programs

Opioid Impacted Family Support Program (OIFSP)

The Opioid-Impacted Family Support Program (OIFSP) Expansion is a workforce development initiative that strengthens the community health workforce by expanding apprenticeship opportunities for Community Health Workers (CHWs) serving opioid-impacted individuals and families. Through strategic partnerships, employer engagement, workforce training, cultural competency education, and communications support, PHIMC collaborates with Malcolm X College to recruit, prepare, and support organizations in integrating CHW apprentices while increasing awareness and sustainability of the OIFSP throughout Chicago.

Illinois Public Health Association (IPHA) – CHW Campaign

The Campaign to Advance the Community Health Worker (CHW) Workforce is a statewide initiative that expands awareness of the Community Health Worker profession, supports CHW certification, and strengthens the integration of CHWs into healthcare, public health, and community-based organizations across Illinois. Through regional Ambassador and Anchor organizations, the program engages communities, recruits prospective CHWs, supports employer engagement, and promotes health equity by increasing access to culturally responsive care and workforce development opportunities. As an ambassador organization, PHIMC connects with organizations and community members in Chicago and the Northern Illinois region.

This internship will be supervised by the Program Manager – NextGen for the duration of the internship. The internship is expected to be a minimum of 10 hours per week and can be flexible based on internship requirements. This internship position is a hybrid role, with some event attendance required as well.

Responsibilities and Key Activities

The CHW Intern supports implementation of the Illinois Campaign to Advance the Community Health Worker (CHW) Workforce and the Opioid-Impacted Family Support Program (OIFSP) Expansion is a workforce development initiative. The intern plays a key role in expanding outreach efforts by helping organize community events, distributing educational materials, engaging prospective CHWs and employers, maintaining outreach databases, supporting grant reporting, and assisting with marketing and social media activities. They may also help analyze community needs using Health Prism data and provide administrative support for meetings, training, and program coordination.

Community Outreach & Engagement

- Assist with community outreach events, health fairs, workforce development events, and presentations.
- Distribute Community Health Worker (CHW) educational materials and campaign resources.
- Identify and recruit prospective Community Health Workers from Region 1 – Cook County and Region 2 Northern Illinois
- Conduct follow-up calls and emails with prospective participants.
- Attend coalition meetings, community events, and training opportunities to support outreach and partnership development.

Partnership Development & Employer Engagement

- Research employers and community organizations interested in hiring, supporting, or partnering with Community Health Workers.
- Assist in coordinating meetings with community partners, employers, and stakeholders.
- Support Community Health Worker integration of assessment activities and logistics.

Communications & Marketing

- Distribute social media content, newsletters, flyers, and other outreach and promotional materials.
- Assist with communication campaigns to increase awareness of Community Health Worker workforce initiatives.

Data Management & Reporting

- Maintain outreach calendars, contact databases, referral trackers, and participant records.
- Collect, enter, and maintain outreach, employer, and participant data for monthly reporting.
- Assist with the preparation of grant reports and supporting documentation.
- Support the use of Health Prism by preparing community demographic summaries and outreach lists.

Administrative & Program Support

- Provide general administrative and logistical support to the Ambassador Program staff.
- Assist with scheduling, meeting coordination, and other program operations as needed.

Qualified applicants are considered for employment regardless of age, race, color, religion, gender, national origin, sexual orientation, disability, or veteran status. PHIMC encourages applications from women, people of color, individuals with disabilities, and lesbian, gay, bisexual, transgender, and gender non-conforming individuals. We are committed to building teams that reflect the diversity of our candidates and to building equitable and inclusive environments that fully leverage our employees' skills, potential, and unique perspectives.

Compensation: This is a voluntary, unpaid internship designed for individuals who are passionate about making a difference. While the position is not compensated financially, it offers the following opportunities:

- Hands-on, real-world experience in a professional work environment.
- Build valuable resume experience that helps distinguish you from other candidates.
- Strengthen your LinkedIn profile with relevant industry experience and accomplishments.
- Receive mentorship and coaching from experienced professionals.
- Build a professional network and establish meaningful industry connections.
- Explore career paths while gaining exposure to business operations and best practices.
- Enhance your competitiveness for future internships, full-time employment, and graduate school opportunities.

To apply, please submit a cover letter and resume. In your cover letter, please include how you learned about the position, what interests you in the role, what you have to offer, and how your skills and qualifications align. Address cover letters to the Hiring Committee and email them with a resume to jobs@phimc.org with "CHW Internship " in the subject line. Applications will be accepted until the position is filled. No phone inquiries will be accepted.