



Position Announcement Next Generation Wellness Network (NextGen) Intern

[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 in public health and advancing racial equity.

[About the Next Generation Wellness Network](#)

The Next Generation Wellness Network (NextGen) builds organizational capacity to support youth in Chicago. Comprised of community-based organizations, institutions, and youth service providers, NextGen serves as the Chicago hub for a statewide program of Regional Substance Use Prevention Integration Centers (RSUPIC), integrating new and existing substance use prevention strategies through collaboration, training, and support to improve the overall health and well-being of youth. The Illinois Department of Human Services – Division of Behavioral Health and Recovery (IDHS-DBHR) oversees the Regional Substance Use Prevention Integration Centers (RSUPICs). PHIMC functions as the Chicago region substance use prevention subject matter expert, using available data sources to provide substance use prevention integration services to facilitate a more equitable and trauma-informed prevention system in Illinois.

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 is a hybrid role.

[Responsibilities and Key Activities](#)

The ideal candidate will demonstrate a commitment to equity, decarceration, and public health, along with strong skills in communication, organization, and collaboration. Candidates should feel comfortable engaging with diverse communities, managing multiple tasks, and working with both data and people. This internship offers an opportunity to gain experience in preventing substance use, community engagement, and project management.

Administrative Support

- Research innovative, culturally responsive, trauma informed, harm reduction prevention strategies to fill gaps in current substance use prevention systems
- Assist with scheduling and managing calendars for internal and external NextGen related meetings.
- Help prepare for in-person meetings, or training.

Meeting Preparation and Coordination

- Assist in preparing for NextGen-related meetings, including the Community Advisory board meetings
- Participate in community partner meetings, weekly team check-in meetings
- Assist with scheduling integration meetings, taking meeting notes, managing follow up to partners

Program and Stakeholder Support

- Leverage NextGen's landscape analysis to identify youth serving agencies that focus on substance use prevention and engaging youth at risk for homelessness
- Participating in key informant interviews to support identifying gaps in services organizations may be experiencing

Community Engagement

- Identify and attend community events, resource fairs, or town halls relevant to substance use prevention, harm reduction, trauma informed care, and public health.
- Support PHIMC's visibility by representing the Next Generation Wellness Network at outreach events alongside staff.
- Help identify potential community to engage in PHIMC's NextGen's work
- Participate in listening sessions/focus groups led by NextGen or community partners

Social Media

- Draft content to showcase PHIMC's NextGen, partners, and impact stories.
- Create shareable graphics, photos, or quotes in collaboration with the Communications and NextGen team.
- Support building up NextGen's Instagram page by creating content and engaging with other community partners on social media pages.
- Help support with content creation for newsletters and e-blast for the NextGen

Youth Health Summit Support

- Assist with pre-summit planning, including research venues, coordinating dates, and reaching out to potential speakers.
- Help develop and maintain planning timelines, task trackers, and logistics spreadsheets.
- Coordinate with partners and speakers to gather bios, photos, and presentation materials.
- Support day-of logistics (if attending), including registration, room setup, and tech support.
- Assist in post-conference tasks such as collecting evaluations, drafting summary reports, and organizing digital materials.

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 "NextGen Internship " in the subject line. Applications will be accepted until the position is filled. No phone inquiries will be accepted.