



# The PDI Surgery Center (PDI) Internship Program: Position Descriptions

**Location:** Windsor, CA

**Benefits:** Valuable and meaningful career experience in a fun and dynamic working environment, possible college credit (see PDI and your university for details), opportunity to directly serve your community, chance to meet influential members of your community.

**PDI's Internship Program offers students (and recent grads) meaningful and challenging opportunities in six distinct fields:** Advocacy, Media and Communications, Graphic Design, Development (fundraising), Nutrition Education/Community Health, and Nonprofit Management

## Qualifications:

- Commitment to social justice and equality of access to healthcare
- Strong research, analytical, writing and communication skills
- Strong interpersonal skills
- Reliable and organized
- Creativity and initiative developing ideas and projects
- Reliable transportation (preferred)

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### 1) Advocacy Internship:

Working alongside experienced PDI staff, the Advocacy Intern will have the opportunity to work directly with community members to engage them in the movement for greater access to health care and gain an understanding of how to develop state and national public awareness campaigns and other grassroots efforts. The scope of the Advocacy Intern's work includes:

- Brainstorming creative and innovative ways to involve students and community members in the campaign to oppose Medi-Cal cuts in the Governor's budget,
- Creating informational and promotional materials for PDI's efforts to increase access to care,
- Cultivating partnerships and collaborations with businesses and public health advocacy efforts across the country,
- Preparing persuasive letters to convince politicians of the importance of guaranteeing equal access to health care for low-income families, and
- lobbying politicians on the state and federal levels.

### 2) Media and Communications Internship:

PDI is seeking a Media and Communications Intern to work with media - print, online, radio, and television - to publicize PDI's program and related campaigns. Activities will include:

- Writing press releases and media advisories,
- Developing messaging and media outreach strategies,
- Responding to media inquiries,
- Creating public relations materials; quarterly newsletters, posters, flyers, bumper stickers, pamphlets and brochures, outreach cards, training documents, movies, presentation materials, and

- Pitching stories to reporters and producers.

### 3) Web Design Internship:

PDI is looking for an enthusiastic Web/Graphic designer to assist in web design and maintenance. Simple video editing/posting is a plus. We're looking to add a blog to our site as well as create online media kits, etc. We are open to ideas if you are interested in taking the lead in some projects. **In addition to the standard application materials please include a digital portfolio of recent design work. Links to online portfolios are acceptable.**

- Graphic Design/ Web design experience
- Collaborate with Communications Manager to create and update web site as well as plan projects.
- Adobe's Creative Suite (CS4)
- Dreamweaver, Flash, FrontPage, HTML, XHTML, CSS, Java
- Working knowledge of Microsoft Office

### 4) Resource Development Internship:

PDI is seeking Development Interns to support PDI's development initiatives. The Development Intern will engage in:

- cultivating relationships with private individual donors,
- reaching out to local businesses and community members as potential donors,
- researching and writing grant proposals,
- maintaining records of donations in the development database,
- planning high-profile and fun fundraising events, and
- developing strategies to stimulate and guide PDI's growth as an organization.

### 5) Nutrition Education/Community Health Internship:

PDI is seeking Nutrition Education/Community Health Intern will work closely with PDI's Case Manager on coordinating and conducting outreach activities. PDI's patients are young children and developmentally disabled adults, including Hispanic, Native American and low-income individuals. PDI's outreach activities are intended to provide patients and their families with information regarding effective prevention of Early Childhood Caries (ECC) through nutrition and achieving better overall access to healthcare. Nutrition Education/Community Health Interns' outreach activities include, but are not limited to:

- conducting fun activities and distributing information at public community events,
- giving presentations at parenting classes and other venues, and
- patient outreach through in-home visits with the families of patients.

**How to Apply:** Application deadlines for each semester are as follows: Friday of the last week in August for fall, Friday of the second week in January for spring, and Friday of the first week in June for the summer. Materials should include a custom cover letter, resume, and three references complete with contact information. Specify your top three preferred fellowship positions in your email and cover letter. Application information can be sent via email, fax or post (please see contact information below). If sending information via post, information must be *received* (not postmarked) *by* the due date in order to be considered.

Send applications to:

**The Pediatric Dental Initiative**  
(Kerri Freschet, Volunteer Coordinator)

**Mailing Address:**

1380 19<sup>th</sup> Hole Dr.  
Windsor, CA 95492

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**Together, we make kids smile.™**

**Telephone:** (707) 838-6560

**Fax:** (707) 838-8464

**Email:** kfreschet@pedidental.org  
(Write "internship" in the subject line)