

Position Title: Public Health Resources & Research Intern

Department: Public Health & Education/Publications

Reports To: Sheritta Davidson

Location: Fully Remote

Hours: up to 20 hours per week

Position Summary

The Epilepsy Foundation is seeking a detail-oriented and curious Public Health Resources & Research Intern to support the identification, verification, and organization of credible health and community resources that serve the epilepsy community. This role is ideal for students or recent graduates interested in public health, community health, or health information management, and offers hands-on experience in resource curation, data organization, and nonprofit health communication.

Key Responsibilities

- Research and identify credible epilepsy-related and community-based health resources in the U.S. and internationally.
 - Verify and evaluate resources for accuracy, credibility, and relevance before inclusion in the Foundation's resource database.
 - Maintain and organize resource entries using established classification systems (e.g., 211 Human Services Indexing System (HSIS)).
 - Support the Public Health & Education team in updating and maintaining referral and FAQ materials.
 - Assist in compiling data for reports and special projects.
 - Collaborate cross-departmentally to ensure information accuracy and accessibility for public-facing use.
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Learning Outcomes

By the end of the internship, the intern will:

- Develop strong research and data evaluation skills related to public health information.
- Learn to assess credibility and accuracy of health resources.
- Gain an understanding of how national health nonprofits support targeted communities.
- Strengthen communication, critical thinking, and digital organization skills in a remote work environment.

Preferred Qualifications

- Current student or recent graduate in Public Health, Health Sciences, Community Health, Library & Information Sciences, or related field.
- Excellent research, organizational, and analytical skills.
- Familiarity with evaluating online resources for credibility and accessibility.
- Proficiency in Microsoft Office and comfort learning new technical systems.
- Strong written and verbal communication skills.
- Ability to work independently and meet deadlines in a remote setting.