

# Internship Application

## Pitt County Coalition on Substance Use (PCCSU) Student Internship Information and Application

### Internship Duties and Overview

Student intern will be responsible for the following duties:

- Participate in grant activities and initiatives for the coalition.
- Assist with distribution of lock boxes, alcohol locks, and medicine disposal bags
- Plan and assist within educational sessions with the PCCSU Youth Team, which consists of Pitt County middle and high school students. Assist with recruitment efforts. Topics include vaping, underage drinking, and opioids.
- Aid in the development of digital resources including monthly newsletters
- Help plan and implement training sessions and resources for the community
- Coordinate and attend various community outreach events for the coalition
- Work with community organizations to plan and implement Town Hall meetings
- Aid with fundraising efforts and events: Golf Tournament in the fall
- Coordinate medication take back event in the spring with PCSO and Safe Kids
- Student will be expected to *significantly* contribute to social media presence.
- Various activities that arise and relate to the internship objectives and goals.
- Assist in planning Community Coalition Meetings
- Creation of resource guide for Pitt County resources

Selected intern will be asked to commit at 35-40 hours a week. This is an unpaid internship. Please note that required events typically take place on evenings and weekends. Youth Team meetings are every 1<sup>st</sup> and 3<sup>rd</sup> Tuesday at 5:30 PM. Please make sure that you are available to attend weekend/evening events.

#### ***Dress Code:***

Business casual dress is required.

#### **How to Apply**

The internship program is for undergraduates and postgraduates at East Carolina University. Students can apply from various departments who need to fulfill internship requirements for their degree.

Applications should be emailed to Lillie Malpass, Executive Director of PCCSU at [lillie@pccsu.org](mailto:lillie@pccsu.org)

**Interviews will be scheduled after applications are received.**

Please complete the application materials below. Each application **must** include all parts: 1. Personal and Academic Information; 2. Short answer question, and 3. Resume, 4. Letter of Reference.

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### 1. Personal and Academic Information

<b>Personal Information</b>	
Full Name:	
Email Address:	
School Phone:	Cell Phone:
<b>Education</b>	
Major (including concentration):	Minor:
Date of Matriculation:	Date of Graduation:
GPA (Major):	GPA (overall):

### 2. Short Essays - Answer the question below in 250 words or less:

What relevant work experience do you expect to gain from an internship working with the Pitt County Coalition on Substance Use and how might you use such an experience in future career and academic decisions?

3. **Resume** – Attach your resume to the application.

4. **Recommendation Letter** – Please attach a letter of reference that highlights your skills.