

Health & Human Services
Department
2100 Ridge Ave.
Evanston, Illinois 60201
www.cityofevanston.org

Internship Opportunity (Closing Date: April 20, 2018)

The Evanston Health & Human Services Department is seeking an Environmental Health Intern for our West-Nile Virus program from May 1st to October 31st, 2018. The City of Evanston Health & Human Department strives to provide a safe environment for Evanston residents and visitors through this program. The City works collaboratively with the North Shore Mosquito Abatement District to provide education and perform surveillance activities for the West Nile program. This is a paid internship opportunity.

Responsibilities of the Internship

- Collects, identifies & analyzes mosquitoes for West Nile
- Collects and submits dead birds to the State for West Nile lab analysis
- Collects, enters and submits data to the County database
- Conducts property inspections for conditions encouraging growth of mosquitoes
- Reports all West Nile virus activities for 2018
- Maintain communication with Supervisor regarding progress of assigned tasks.
- Completion of assigned tasks.
- Attend staff, team and other meetings as required
- Performs duties as assigned.

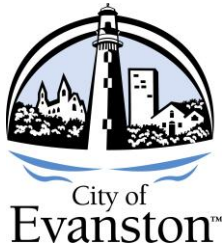
Internship Requirements

- Genuine interest in Public & Environmental Health
- Experience in Google calendar and e-mail.
- Excellent communication, writing and organizational skills.
- Ability to commit to the duration of the internship
- Excellent database and MS Office skills, including data entry & management
- Laboratory science coursework
- Excellent work ethic and strong interpersonal skills
- Reliable car with insurance(must provide own transportation to collection sites)
- Minimum education level: Undergraduate Student

To Apply:

Submit resume and cover letter electronically to Ike Ogbo, Public Health Manager at

ioqbo@cityofevanston.org



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Internship Opportunity, (Closing Date, April 20, 2018)

The Evanston Health & Human Services Department is seeking a seasonal Public Health Intern for our Property Maintenance Division who will work from May 1st- September 30th, 2018. The operation hours are from 9am-3pm, 4 days per week. The selected Intern will be responsible for proactive area inspections and issuing citations for property related issues such as overgrown grasses, trash, structures in disrepair and missing alley identification. This is a paid internship opportunity.

Responsibilities of the Intern

- Proactive inspections in assigned areas.
- Issues notice of violations to property owners.
- Provides a compliance time for violations observed.
- Documentation of evidence of violations such as photos.
- Data entry into the property maintenance databases.
- Maintain communication with Supervisor regarding progress of assigned tasks.
- Completion of assigned tasks.
- Attend staff training and meetings.
- Performs duties as assigned.

Internship Requirements

- Genuine interest in property maintenance and public health.
- Excellent database skills, including data entry & management.
- Experience in Google calendar and e-mail.
- Excellent communication, writing and organizational skills.
- Ability to quickly learn how to use City databases.
- Excellent work ethic and strong interpersonal skills.
- Ability to commit to the duration of the internship.
- Valid driver's license and a reliable car with insurance.
- Minimum education level: Undergraduate Student preferably in Code Enforcement, Health or Construction related fields.

To Apply:

Submit resume and cover letter electronically with the subject "Public Health Intern" to Ike Ogbo, Public Health Manager at ioqbo@cityofevanston.org