Centers for Disease Control and Prevention

Title of Project: CDC Washington Intern

Main Contact: Miranda Katsoyannis, Senior Project Analyst
Contact E-Mail Address: mkatsoyannis@cdc.gov
Phone Number: 202-245-0600

**Deadline: February 1, 2017**

**Duration:** Minimum of 180 hours; First week in June – First week in August

The summer is the most competitive time for getting an internship with CDC/W office as we have students from all over the country with public health/policy–focused college/graduate schools.

**Location:** CDC Washington Office

**Position Description:**
The CDC Washington Office (CDC/W) accepts interns at the undergraduate and graduate levels throughout the year. CDC/W designs strategies for complex public health issues and develops plans for the Agency's work with Congress and other Washington area partners (federal agencies, private and non-profit organizations, think tanks, and associations) to advance CDC's public health goals. CDC/W is part of the Office of the Director, and acts as a liaison between CDC and the Washington policy community. The office designs policy strategies for complex public health issues, initiating and coordinating the Agency's work with Congress and other Washington area organizations to advance CDC's public health goals.

One of the Office's most important functions is educating Congressional offices about CDC accomplishments, collaborations, and state and local activities---as well as apprising them of important public health developments. CDC/W also informs Congressional offices about the full array of services that CDC provides through briefings and regular personal, telephonic and electronic communications. Finally, this office tracks legislation impacting CDC programs, and coordinates the preparation of CDC testimony and witnesses for hearings.

Intern’s duties and responsibilities:

- Providing customer service to CDC programs and offices, Congressional staff, and support organizations;
- Working with CDC/W and CDC staff to develop and coordinate responses to Congressional and public inquiries;
- Assisting with preparation of briefings and testimony, attending hearings and following up on post hearing requirements;
- Gathering and synthesizing intelligence on Congress, HHS, and other Sectors;
- Helping to prepare materials for the CDC Director and other senior CDC officials;
- Helping to identifying, track, and analyze high-priority legislation affecting CDC programs;
- Representing CDC at conferences, meetings, and other events;
- Providing logistical support for Washington-based briefings and meetings.
Qualifications:
Previous course work or experience in health policy, ability to work in a team or independently, ability to work in a fast-paced environment or under the pressure of tight deadlines; strong communication skills.

Housing: Housing will not be provided. Students are responsible for finding their own housing.

For more info: Please, visit: www.cdc.gov/washington

Funding: $2500 Available through the LEEP Fellows Program.

How to Apply:
Students interested in pursuing a public health career, including health policy, should contact Miranda Katsoyannis (mkatsoyannis@cdc.gov) with a cover letter, resume and 1-2 page writing sample.

To apply for LEEP Funding and to be considered as a LEEP fellow, students must secure the position and complete the LEEP Fellows Application Process by February 26 (for early decision) or April 15th. Students will be required to submit a resume, cover letter, and a proposal outlining how they will complete their project.

Additional position information is available through Clark Recruiter. (Recommendation letters should be emailed directly to rmaddox@clarku.edu)

About the Organization:
The CDC Washington Office (CDC/W) designs strategies for complex public health issues and develops plans for the CDC’s work with Congress and other Washington area organizations to advance CDC's public health goals.

CDC works 24/7 to protect America from health, safety and security threats, both foreign and in the U.S. Whether diseases start at home or abroad, are chronic or acute, curable or preventable, human error or deliberate attack, CDC fights disease and supports communities and citizens to do the same.

CDC increases the health security of our nation. As the nation’s health protection agency, CDC saves lives and protects people from health threats. To accomplish our mission, CDC conducts critical science and provides health information that protects our nation against expensive and dangerous health threats, and responds when these arise.