

**TITLE:** Public Health Fellow: Health Communications Focus  
**PAY RATE:** \$17.30 per hour  
**FTE/CLASSIFICATION:** 1.0/Non-exempt  
**DESCRIPTION:** A temporary, one-year position that provides experience in statewide public health programs offered to an entry-level professional with an advanced degree in public health or related field.

**ESSENTIAL FUNCTIONS:**

- Develop, maintain, and post public health-related content on digital communication platforms and websites.
- Collaborate on development and execution of event-specific communications and marketing plans.
- Support elements of Michigan Fitness Foundation integrated communications and marketing plans, as assigned.
- Assist with the development, implementation and evaluation of public health programs.
- Serve on a collaborative team to collect, analyze, and report on process and outcome data as it relates to nutrition, physical activity, and communications programming.
- Outline evaluation and communication strategies using the Social-Ecological Model for public health practitioners focusing efforts on policy, systems, and environment change.
- Conduct literature reviews and develop white papers on assigned public health topics.
- Maintain expertise in state and federal guidelines related to nutrition education and physical activity promotion, including SNAP-Education Guidance.
- Participate in the development and distribution of reporting, including data visualization, to multiple stakeholders.
- Build relationships with Partner organizations and provide ongoing technical assistance.
- Coordinate and participate in trainings and events.
- Serve as a team project representative at local, state, and national conferences as requested.
- Travel independently in-state and out-of-state, on weekdays and weekends.

**QUALIFICATIONS:**

- Higher education degree in public health or related field strongly preferred
- Familiarity with data collection, analyses, interpretation, and reporting
- Computer and software skills (MS Office Suite, data visualization software, analytics, etc.)
- Ability to manage multiple tasks simultaneously
- Results oriented and self-directed
- Ability to work on and contribute to a team
- Strong organizational and problem-solving skills
- Excellent written and verbal communication skills are critical

**OTHER INFORMATION:**

- Potential for a second-year fellowship opportunity based on organizational need
- Must be able to:
  - Regularly operate a computer and other standard office machines, and regularly communicate with internal staff as well as external partners.
  - Frequently remain in a stationary position as well as move about in the course of general duties.
- Must have a valid driver's license and be able to provide proof of valid auto insurance.

Please email cover letter, resume or CV, and an essay (500 word limit, 12-point font, double-spaced) on a priority public health need, approach(es) and rationale that are relevant to the mission and vision of the Michigan Fitness Foundation to Pam Bartig at [pbartig@michiganfitness.org](mailto:pbartig@michiganfitness.org). Please indicate Public Health Fellow: Health Communications Focus in the subject line.

The Michigan Fitness Foundation is an at-will employer. The above position describes the position currently available and is not intended to be an employment contract. The Michigan Fitness Foundation reserves the right to modify the duties or position description at any time.