

PAHO Internship Program

Pan American Journal of Public Health

The Pan American Health Organization recognizes the importance of a new generation of public health leaders who have an understanding of global health issues and the role of international organizations in achieving the Millennium Development Goals and other health issues. In this regard, the PAHO Internship Program trains young and energetic individuals entering the public health field and interested in providing services to the Organization on a voluntary basis, also known as internships/practicums. PAHO interns are 'trainees' matched with appropriate technical units based upon the individual's interests and skills. Placements are in the Washington, DC headquarters.

OBJECTIVE:

The [*Revista Panamericana de Salud Pública*](#)/*Pan American Journal of Public Health (RPSP/PAJPH)* is an open-access, peer-reviewed on line journal, published as the flagship scientific and technical periodical publication by the Pan American Health Organization (PAHO), headquartered in Washington, D.C., the United States of America.

With more than 97 years in the field of public health, its mission is to serve as an important vehicle for disseminating scientific public health information of international significance, mainly in areas related to PAHO's essential mission to strengthen national and local health systems and improve the health of the peoples of the Americas. The journal aims to bridge the gap between policy-makers, researchers, health professionals, and practitioners.

The *RPSP/PAJPH* publishes original research in the field of public health, as well as analytical and research papers on public health policy, disease prevention and control programs and strategies, human resources, research methodology, health systems and services, and public health practice throughout the Region.

The journal accepts articles in three languages—English, Portuguese, and Spanish. It is being published exclusively in an electronic format, and full texts of all published manuscripts are freely available from major scientific databases.

The journal is one of the projects managed by the Office of Knowledge Management and Publications (KMP).

INTERN RESPONSIBILITIES:

- 1) Provide support in the editorial processes of the journal, including check-in of manuscripts, peer-review, production, proofreading, and dissemination of scientific papers;
- 2) Generate reports of the status of manuscripts in different peer-review and production stages;
- 3) Help to answer consultations from authors through email;
- 4) Update the information of the journal web site;
- 5) Follow up of the metrics related to the journal use;

- 6) Help with specific reports on special issues;
- 7) Write reports, press releases or notes;
- 8) Follow up of the dissemination activities through social networks;
- 9) Assist with other program activities related to the journal or KMP, as needed.

REQUIREMENTS:

- Enrollment in a master's or in a doctoral program; are in the final year of a bachelor's program; or have graduated within the last six months from a bachelor's, master's or doctoral program in a field relevant to PAHO's work (e.g., public health, public administration, social sciences)
- Experience or knowledge in editing, proofreading, or journalism
- Advanced knowledge of Word, Excel, PowerPoint, Adobe; knowledge of Joomla an asset
- Knowledge of English and Spanish; Portuguese an asset
- Excellent writing skills, with an ability to synthesize complex information
- Strong interpersonal skills, a team player
- Self-motivated, organized, resourceful
- Minimum of 20 years old
- Interns must not be related to a staff member (i.e., spouse, children, parents, and siblings of the staff member or the children, parents, and siblings of the staff member's spouse);
- Interns must have not previously participated in PAHO/WHO's internship program at the same location in the Region of the Americas or at WHO;
- For interns located at PAHO Headquarters in Washington, D.C., the intern must also meet the following criteria: is a U.S. Citizen, or is a U.S. Legal Permanent Resident, or has a valid visa with an Employment Authorization from United States Citizenship and Immigration Services (USCIS), or is sponsored by PAHO with a G-4 visa.

HOW TO APPLY:

All applicants must submit the following documents to: editor_rpsp@paho.org with "Internship" in the Subject line.

- Cover Letter stating the following:
 - your areas of interest (up to three) – check out our website www.paho.org and the Journal's website (www.paho.org/journal)
 - your availability (start/end dates and times available per week)
 - the reasons why you are seeking an internship at PAHO
- Résumé
- Proof of health insurance coverage in Washington DC during the internship period

Note: Interns must commit to a minimum of 8 weeks and a maximum of 6 months with a minimum of 20 hours/week (35 hours preferred).

PAYMENT:

Internships are unpaid. We offer a challenging and broad experience, with the opportunity to attend seminars and learn about other areas of work.

Travel costs (to/from the appointed duty station), travel arrangements and living accommodations are the responsibility of the intern and/or their sponsoring institution.