

## Public Health Resource Development Internship

Oakland, CA – January 2024

### The Opportunity

The Myotonic Dystrophy Foundation (MDF) announces its search for college-level and graduate student interns to help advance MDF's mission.

**Vision:** We envision a world with treatments and a cure for myotonic dystrophy (DM).

**Mission:** The MDF mission is Community, Care, and a Cure.

- We support and connect the myotonic dystrophy **community**.
- We provide resources and advocate for **care**.
- We accelerate research toward treatments and a **cure**.

Founded in 2007, MDF is the leading global advocacy organization helping families and professionals understand DM, a rare, genetic, multisystem, highly variable neuromuscular disease. MDF helps constituents identify resources and support, improve quality care, and advance research for management and cures. MDF has a global reach, assisting families and championing other advocacy organizations in more than 80 countries around the world. As many as 150,000 individuals may be at risk for the most common form of DM in the United States alone. Tens of thousands of affected families as well as providers, industry partners, researchers, and donors, together form the MDF.

### Position Overview

MDF has a small, passionate staff based in Oakland, CA's Preservation Park, and seeks to add several college-level and graduate student academics to its team as interns focused on strategic projects. Interns will report to the Community Education Program Manager and will work collaboratively with all departments. The position is available a minimum of eight hours/week, beginning March/April 2024. Part-to-Fulltime position is available during summer 2024.

## Public Health Resource Development Intern Projects

- The MDF Toolkit: The [MDF Toolkit](#) provides a comprehensive understanding of DM, symptom management, daily life optimization, care coordination, and much more. Ideal for the newly diagnosed individual, the Toolkit offers perspectives from neurology, anesthesiology, PT, OT, and other care perspectives. The Public Health Resource Development Intern will be tasked with updating MDF's current toolkit to be more comprehensive, lay-friendly, and accessible.
- Literature Reviews: Conduct comprehensive literature reviews to gather and synthesize relevant information for the enhancement of the toolkit. Key responsibilities include identifying gaps in the toolkit, critically analyzing existing literature, and summarizing key findings to inform the progress of updating the toolkit.
- Crafting Content: Translate complex research findings into accessible and engaging content for individuals living with DM. Edit the current toolkit content to maintain a consistent and professional tone throughout while adhering to organizational guidelines and standards.
- Expert Review Coordination and Integration: Take the lead in engaging and collaborating with subject matter experts to ensure the toolkit's content reflects the latest data and best practices. Responsibilities include identifying and soliciting input from a diverse range of experts, coordinating the review process, and integrating their feedback into the toolkit.
- Other projects as identified. Great experience and resume builders!

## Qualifications

- A minimum 3 years of experience and proven success in similar positions with similar responsibilities, preferably in the nonprofit sector.
- College degree or current student enrollment required (preferably in the field of biomedical sciences, public health, or a related discipline). Community College and University students and graduates are encouraged to apply.
- Strong research skills.

- Excellent communication skills, both written and verbal.
- Ability to work well under pressure and handle multiple projects simultaneously with shifting deadlines & priorities.
- Empathetic self-starter, with a natural curiosity and ability to quickly join new projects while leveraging the expertise of others.
- General computer skills including Microsoft Office required.
- Salesforce experience preferred.
- Ability to work with diverse groups and tailor communication to reach diverse populations.
- Consistent high attention to detail with the ability to self-monitor for accuracy.
- Knowledge of rare diseases, including myotonic dystrophy, preferred.

## Compensation and Benefits

The Foundation offers interns \$20/hour for the duration of the internship.

## Application Process

Interested and qualified candidates are encouraged to apply by sending a cover letter and resume to MDF's Community Education Program Manager, Emily Romney at [emily.romney@myotonic.org](mailto:emily.romney@myotonic.org). All correspondence will remain confidential. Submissions without cover letters will not be considered.