

Opportunity Title: CDC Policy Analysis Fellowship
Opportunity Reference Code: CDC-NCEH-2021-0235-A

Organization Centers for Disease Control and Prevention (CDC)

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A complete application consists of:

- An application
- Transcripts – [Click here for detailed information about acceptable transcripts](#)
- A current resume/CV, including academic history, employment history, relevant experiences, and publication list
- One educational or professional recommendation. Your application will be considered incomplete, and will not be reviewed until one recommendation is submitted.

All documents must be in English or include an official English translation.

If you have questions, send an email to ORISE.CDC.NCEH@oraui.org. Please include the reference code for this opportunity in your email.

Description **Applications will be reviewed on a rolling-basis, and this opportunity will remain open until filled.*

A fellowship opportunity is available within the Office of Policy, Planning and Partnerships of the National Center for Environmental Health (NCEH) at the Centers for Disease Control and Prevention (CDC) in Atlanta, Georgia.

The Centers for Disease Control and Prevention (CDC) is one of the major operation components of the Department of Health and Human Services. CDC works 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.

The primary mission for NCEH/ Agency for Toxic Substances and Disease Registry (ATSDR) is to protect people's health from environmental hazards that can be present in the air we breathe, the water we drink, and the world that sustains us. The Center accomplishes this by investigating the relationship between environmental factors and health, developing guidance, and building partnerships to support healthy decision making.


Under the guidance of a mentor, the participant will be trained and gain experience by:


- Developing and implementing an annual strategic communication plan in coordination with the Office of the Director, Office of Policy, Planning and Partnerships and Office of Communications
- Drafting, analyzing, and reviewing internal and public facing materials for NCEH/ATSDR programs, partners, and stakeholders, including website updates, fact sheets, infographics, and newsletters
- Reviewing and creating materials to communicate findings from scientific research and activities
- Collaborating with scientists and subject matter experts to identify research products for communication materials




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- Collaborating with key staff on NCEH/ATSDR content and product development
- Evaluating reports, materials and products created by grantees, NCEH/ATSDR staff, and partners and making recommendations for improvement including identifying additional activities, materials, and products to help facilitate meeting overall program goals
- Translating scientific materials into a visual format for varied audiences
- Reviewing program reports and materials to develop annual success stories in written and visual formats (infographic, fact sheet, executive summaries, etc.)
- Collaborating to create templates based on grantee, NCEH/ATSDR staff, and partner needs
- Participating in external group meetings and supporting group members' reporting and communication tasks
- Participating in various NCEH/ATSDR research activities

Anticipated Appointment Start Date: As soon as a qualified candidate is identified (start date is flexible)

This program, administered by ORAU through its contract with the U.S. Department of Energy to manage the Oak Ridge Institute for Science and Education, was established through an interagency agreement between DOE and CDC. The initial appointment can be up to one year, but may be renewed upon recommendation of CDC contingent on the availability of funds. The participant will receive a monthly stipend commensurate with educational level and experience. Proof of health insurance is required for participation in this program. The appointment is full-time at CDC in the Atlanta, Georgia, area. Participants do not become employees of CDC, DOE or the program administrator, and there are no employment-related benefits.

Qualifications The qualified candidate should be currently pursuing or have received a bachelor's or master's degree in one of the relevant fields. Degree must have been received within the past five years.

Preferred skills:

- Excellent oral and written communication skills and organizational skills
- Strong interpersonal skills
- Experience with developing communications materials
- Ability to conceptualize complex problems and identify possible approaches or solutions and translate into a visual format for presentations and other related materials
- Strong research and analytical skills
- Knowledge of Adobe InDesign

Eligibility Requirements

- **Degree:** Bachelor's Degree or Master's Degree received within the last 60 months or currently pursuing.
- **Discipline(s):**
 - **Communications and Graphics Design** ([2](#) 👁)
 - **Life Health and Medical Sciences** ([2](#) 👁)
 - **Social and Behavioral Sciences** ([2](#) 👁)