

Opportunity Title: CDC Health Communications and Graphic Design Fellowship

Opportunity Reference Code: CDC-NCCDPHP-2020-0095

Organization Centers for Disease Control and Prevention (CDC)

Reference Code CDC-NCCDPHP-2020-0095

How to Apply 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.
- Writing sample

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

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

Application Deadline 5/15/2020 3:00:00 PM Eastern Time Zone

Description *Applications will be reviewed on a rolling-basis.

A research opportunity is currently available with the Office of Communication, within the National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP) at the Centers for Disease Control and Prevention (CDC) in Atlanta, Georgia.

Under the guidance of a mentor, the participant will be involved with internal communications, contributing to the management of content for the center-wide intranet site and the building's digital signage.

The participant will be a part of the communications team that contributes to the center-wide intranet site by collecting, reviewing, obtaining clearance and making updates to the site.

The participant will meet with staff from across the center to collect content, write new materials, edit content submitted by others and track other's comments and edits.

Under the guidance of a mentor, the participant will also contribute to the center's digital signage updates by learning how to use the software, collecting, reviewing, obtaining clearance, and making updates to the digital signage. The participant should be able to make quick updates to the signage based on immediate changes in the building.

As a participant, you would get practical, hands-on mentoring and experience researching, writing, and editing chronic disease and internal communications content for a variety of products and platforms. The participant will also have many opportunities to meet other staff in the center and across the agency, learn about their roles, and connect with their health content. Finally, because this opportunity focuses on internal communications, the participant can play a role in helping the Office of Communication find new ways to connect with CDC staff, introduce creative solutions to helping people connect and bring their experience to CDC's workforce.

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.



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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 have received a bachelor's degree in one of the relevant fields, or be currently pursuing the degree and will reach completion by May 2020. Degree must have been received within five years of the appointment start date.

Preferred skills:

- Excellent written, verbal, and interpersonal skills
- Proficiency with Microsoft Office suite (Excel, Word, PowerPoint, and Outlook)
- Able to collaborate in a multi-disciplinary team of health communicators, writer-editors, epidemiologists, statisticians, and biomedical and behavioral scientists
- Knowledge of or ability to learn how to use Adobe creative suite

- Eligibility Requirements**
- **Degree:** Bachelor's Degree received within the last 60 months or anticipated to be received by 5/31/2020 11:59:00 PM.
 - **Discipline(s):**
 - **Communications and Graphics Design** ([1](#) )
 - **Computer, Information, and Data Sciences** ([1](#) )
 - **Life Health and Medical Sciences** ([1](#) )
 - **Other Non-Science & Engineering** ([2](#) )
 - **Social and Behavioral Sciences** ([28](#) )