



EMPLOYER: Philadelphia Department of Public Health

DEPARTMENT: Division of Chronic Disease Prevention

POSITION: Tobacco Policy and Control Program Intern (CIAWPL)

COMPENSATION: Unpaid Internship

WORK HOURS: Full time, 30 – 40 hours per week

The City of Philadelphia is seeking a volunteer intern who is highly motivated with an interest in city government for a unique opportunity to serve as a Tobacco Policy and Control Program Intern. The 2006 Clean Indoor Air and Worker Protection Law (CIAWPL) prohibit smoking in Philadelphia’s restaurants, bars, and workplaces. The CIAWPL was created to protect employees and patrons at bars, restaurants and cafes, including sidewalk cafés, outdoor decks or patios that are part of a restaurant or bar from the harmful health effects of secondhand smoke.

The Tobacco Policy and Control Program Intern will assist the department in ensuring employees and patrons are protected from the harmful health effects of secondhand smoke and provide support in evaluating smoke-free policies as part of the *Get Healthy Philly* initiative which aims to reduce chronic diseases by promoting healthy eating, active and tobacco-free living. This position reports directly to the Tobacco Policy and Control Communications Specialist.

POSITION DESCRIPTION:

The Tobacco Policy and Control Program Intern will be responsible for assessing compliance with the provision of CIAWPL that applies to the outdoor areas of restaurant, bars and cafes. Specific responsibilities include:

- Visit specified number of bars, restaurants and cafes with outdoor seating areas in order to assess the following:
 - o Presence and prominence of signage
 - o Active smoking behaviors
 - o Tobacco-related litter
- Engage managers of establishments in order to raise awareness about the prohibition of smoking in outdoor seating areas.
- Record and enter observations made during site visits.
- Write final report summarizing the findings from the assessment.

REQUIREMENTS:

Pursuing a degree in public health, public or government administration, public policy, political science, business administration, social or behavioral sciences, education or related field from an accredited college or university

SKILLS

Students applying for this position must possess the following skills:

- Excellent oral and written communication skills.
- Ability to manage high volume work flow with minimal supervision.
- Demonstrated problem solving and organizational skills.
- Willingness to utilize public transportation for visiting various outdoor seating area locations
- Experience with data collection and data management.

REQUIRED CLEARANCES

- Submit to a standard background investigation

This internship is a 12-week unpaid internship beginning May 2014 and ending August 2014. Interns are required to commit to 30 hours per week (minimum) and be available to work the duration of the internship.

QUALIFIED APPLICANTS: If you are interested in applying for this internship, please send a resume and cover letter to Tobacco Policy and Control Health Communications Specialist, Amna Rizvi at Amna.Rizvi@phila.gov by February 1st.