**Northwest Center for Lifestyle and Functional Medicine**

**University of Western States, Portland, Oregon**

*Internship Opportunity*

**About UWS and NWCLFM**

The mission of University of Western States (UWS) is to improve the health of individuals and society. UWS accomplishes this aim by advancing the science and art of integrated health care, by providing leadership in the education of healthcare professionals and by enhancing knowledge through research and scholarship. In 2014, UWS launched a center of excellence focused on the promotion of healthy behaviors and positive lifestyle changes to achieve optimal quality of life. The Northwest Center for Lifestyle and Functional Medicine (NWCLFM) is dedicated to enhancing the health of university and community constituents through wellness-related service, education and research. The goals of the Center include:

1. Train healthcare professionals to deliver patient-centered care that emphasizes lifestyle enhancement and functional optimization.
2. Serve our community through education, outreach and effective integrated health care.
3. Sponsor research and scholarship activities to advance evidence-informed practices in the areas of lifestyle and functional medicine, health promotion, diet and nutrition and mind-body medicine.
4. Lead innovation in lifestyle and functional medicine through the creation and deployment of models, programs and initiatives to address individual health needs and to improve the health of society.

**Intern Responsibilities**

This internship resides within the Northwest Center for Lifestyle and Functional Medicine (NWCLFM) at the University of Western States in Portland, Oregon. The intern will work directly with Executive Director to provide support to NWCLFM programs, grants, projects and initiatives. Specific responsibilities include:

* Assist in the design, develop, and implement campus and community initiatives and projects.
* Assist in planning and conducting a community needs assessment to determine the health and wellness needs of southeast Portland.
* Assist with planning and implementation of community events, symposiums and/or conferences.
* Review, monitor, analyze and compile data from local, state and national data sources as it relates the NWCLFM initiatives and projects.
* Apply elementary statistical tests to various data.
* Develop and administer surveys and questionnaires; analyze and summarize results.
* Develop evaluation tools/instruments, protocols and strategies.
* Prepare written reports, narratives, statistical reports, studies, and special projects for internal and external stakeholders.
* Develop and create data displays including charts, graphs and other visual representations of data.
* Summarize data into various formats for a wide variety of audiences.
* Support the preparation of grant proposals including narrative components such as needs assessments, logic models, work plans, etc.
* Attend meetings associated with NWCLFM initiatives and projects.
* All other duties as assigned by Executive Director.

### Preferred Qualifications

### Currently enrolled in a Master or Doctorate program in social sciences, public health, education, or similar field.

### Completed coursework in evaluation and research methods, data analysis and statistics.

### Knowledge of and experience with quantitative and qualitative research methods.

### Experience with SPSS or SAS statistical software.

### Experience in creating visual data displays, using MS Excel or other appropriate software.

* Experience tabulating or classifying data into prescribed formats, or reports; and using software to retrieve, edit, and/or evaluation methodologies.
* Familiarity with Complementary and Alternative medicine modalities.
* Excellent communication skills (written, verbal, and interpersonal).
* Ability to work independently as well as with a team.
* Ability to commit 10-15 hours a week for three-six months.

***Please submit your CV and cover letter to:***

Rosalia Messina, MPA

Associate Vice President for Community Relations

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