

The Lindsey O'Brien Kesling (LOK) Wishing Tree Foundation is a non-profit organization based in LaPorte County, Indiana. Part of its mission is to promote awareness about carbon monoxide poisoning. LOK is seeking internship applicants for its Carbon Monoxide (CO) Awareness Program. Preference will be given to candidates located in Northwest Indiana, however detail oriented, self-directed non-local candidates will also be considered. CO Awareness Interns will commit to at least one semester to working with the LOK Wishing Tree program. The CO Awareness internship at LOK Wishing Tree Foundation is an unfunded practicum experience for graduate and undergraduate students in good standing.

The CO Awareness internship provides an excellent opportunity for professional growth and development in the public health and event coordination. Experience will prepare the intern to be an ambassador for the important work of LOK Wishing Tree Foundation and in his/her professional discipline, work setting, or community. The intern will have frequent contact with fire fighters, public officials, journalists and members of the general public in addition to other LOK staff and volunteers.

The intern will have an opportunity to participate in training and development activities at LOK that may include:

- Phone/written outreach and follow up communication to public officials, media and fire fighters
- For local candidates, attendance at Northwest Indiana health fairs or other events on behalf of LOK
- Social media marketing support and assistance with content creation
- Assistance with logistics coordination of Carbon Monoxide events
- Marketing support for CO events and messaging.

Program Objectives

The Carbon Monoxide Internship Program at LOK is designed to align with LOK's strategic plan as well as support the individual intern's progress toward a career in their chosen field. To this end the program will:

- (1) Develop the public's awareness about the dangers of carbon monoxide.
- (2) Strengthen and grow LOK's partnerships with fire stations, members of the media, policy makers and other stakeholders who can influence public awareness and carbon monoxide safety.

Description of Duties

Specific projects of the Carbon Monoxide Intern may vary as new partnerships and initiatives are formed; however, the following list provides an idea of the scope and breadth of the intern's work at LOK.

- Assist with creation and development of downloadable CO Awareness kit to be used for non-local CO Awareness events in firehouses, schools or other interested hosting organizations.
- Promote kit to public via outreach to firehouses, schools, media, etc. via phone, email and social media channels.
- Meet stated objectives regarding number of kits downloaded, number of events hosted, etc.
- Possible participation in one or more local CO Awareness events.
- Maintain a database of partnering organizations for CO Awareness events.
- Help with communication and administration duties related to production of new carbon monoxide awareness video (production date TBD).

Application

Students with excellent verbal and written communication skills are encouraged to apply for the Carbon Monoxide Internship at Lindsey O'Brien Kesling Wishing Tree Foundation by contacting Kathy Sipple, Managing Director at: development@lokwishingtree.org. The subject line of your message should read "carbon monoxide internship." Attach the following items to your message: resume, unofficial transcript, a brief personal statement addressing your goals for the internship (500 words or less). The personal statement should specify any programs within LOK that align with your goals for the internship as well as any competencies you wish to develop. Documents in .pdf format are preferred.