

Opportunity Title: CDC's NCIRD Public Health Internship Program – Public Health Policy Fellowship

Opportunity Reference Code: CDC-NCIRD-2024-0250

Organization Centers for Disease Control and Prevention (CDC)

Reference Code CDC-NCIRD-2024-0250

How to Apply *To submit your application, scroll to the bottom of this opportunity and click **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.

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

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Application Deadline 1/17/2025 3:00:00 PM Eastern Time Zone

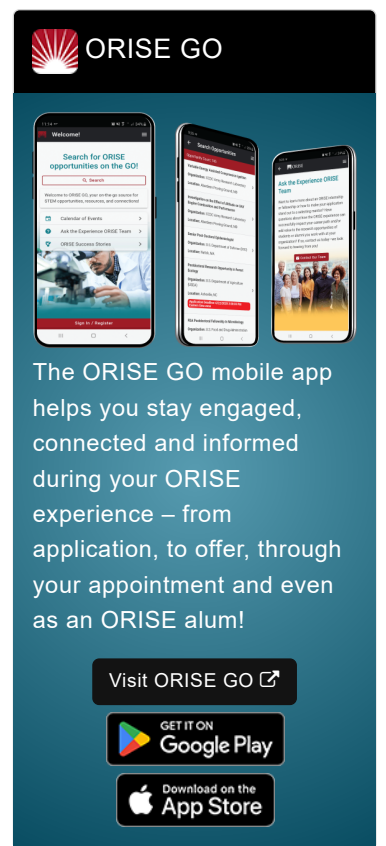
Description ***Applications will be reviewed on a rolling-basis.**

CDC Office and Location: A fellowship opportunity is available within the Office of Policy and Partnership in the [National Center for Immunization and Respiratory Diseases \(NCIRD\)](#) at the Centers for Disease Control and Prevention (CDC) in Atlanta, Georgia. **This opportunity can be part-time or full-time and is eligible for 100% remote participation from Atlanta, Georgia.**

The [Centers for Disease Control and Prevention \(CDC\)](#) is one of the major operations 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 mission of NCIRD is the prevention of disease, disability, and death through immunization and by control of respiratory and related diseases. The [NCIRD Office of the Director \(OD\)](#) oversees, coordinates, and evaluates activities across the Center, and collaborates with the Divisions to advance strategic priorities, such as data modernization, advancing health equity, and improve ongoing operations across science, program, policy, communication, and financial and human capital management.

Within NCIRD's Office of the Director is the Office of Policy and Partnership (OPP) whose mission is to provide leadership, strategic vision,



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coordination, and expertise on policy planning activities in cross-cutting and priority topic areas across the Center.

Research Project: OPP is looking for a qualified and highly motivated candidate that will join their team and receive public health policy and partnership training. The fellow will be mentored by CDC staff and collaborate cohesively with NCIRD Divisions to promote the Center's priorities through the analysis of policies and programs; strategic communication with external stakeholders; coordination and attendance of meetings and briefings; management of clearances, document development and review; and responding to time sensitive political issues or special assignments.

Learning Objectives: Under the guidance of a mentor, the fellow will receive training in the following areas:

- Understand how to create and apply enterprise-wide systems and processes that strengthen NCIRD's policy and partnership performance in order to support NCIRD's mission
- Learn how to initiate and manage projects aimed at identifying, reviewing, and analyzing complex and highly visible actions such as public health legislation, executive directives, Departmental policy issuances, voluntary changes in practice by influential organizations or groups, as well as other influential statements of public health policy to identify any potential to impact on the activities of the organization
- Acquire skills in building and sustaining relationships with other organizational units including other Federal agencies and quasi-governmental groups and other key partners including national and international organizations
- Gain experience on how to be a point of contact for information about public health program evaluation activities
- Participate in a variety of program development activities for the organization
- Learn about project management on special projects such as the preparation of decision papers relating to the funding of programs for use in briefings for a variety of officials, including White House and Office of Management and Budget officials, and for getting decisions on major policy issues
- Learn about coordinating Center engagement and prepare leadership for participation in hearings, public briefings, and individual briefings for Congressional members and staff
- Learn to perform analysis in support of those responding to Congressional and constituent organization requests, including controlled correspondence, telephone, and other immediate requests that are highly sensitive and complex, and ensure that responses are consistent with the organization's mission and goals

Mentor(s): The mentor for this opportunity is Christina Serna (vyh9@cdc.gov). If you have questions about the nature of the research please contact the mentor(s).

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Anticipated Appointment Start Date: March 10, 2025. Start date is flexible and will depend on a variety of factors.

Appointment Length: The appointment will initially be for six months, but may be renewed upon recommendation of CDC and is contingent on the availability of funds.

Level of Participation: The appointment is full time or part time.

Participant Stipend: Stipend rates may vary based on numerous factors, including opportunity, location, education, and experience. If you are interviewed, you can inquire about the exact stipend rate at that time and if selected, your appointment offer will include the monthly stipend rate.

Citizenship Requirements: This opportunity is available to U.S. citizens, Lawful Permanent Residents (LPR), and foreign nationals. Non-U.S. citizen applicants should refer to the [Guidelines for Non-U.S. Citizens Details page](#) of the program website for information about the valid immigration statuses that are acceptable for program participation.

ORISE Information: This program, administered by ORAU through its contract with the U.S. Department of Energy (DOE) to manage the Oak Ridge Institute for Science and Education (ORISE), was established through an interagency agreement between DOE and CDC. Participants do not become employees of CDC, DOE or the program administrator, and there are no employment-related benefits. Proof of health insurance is required for participation in this program. Health insurance can be obtained through ORISE.

The successful applicant(s) will be required to comply with Environmental, Safety and Health (ES&H) requirements of the hosting facility, including but not limited to, COVID-19 requirements (e.g. facial covering, physical distancing, testing, vaccination).

Questions: Please visit our [Program Website](#). After reading, if you have additional questions about the application process please email ORISE.CDC.NCIRD@orau.org and include the reference code for this opportunity.

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

Preferred skills:

- Experience or interest in Public Health Policy or Governmental Affairs
- Knowledge of applied public health practice
- Excellent Communication skills (oral/written); bilingual is a plus.
- Strong customer service, partnership, and interpersonal relationship skills
- Project management skills
- Ability to multi-task and perform in a fast-paced and

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dynamic environment

- Innovative, critical thinking, and problem-solving skills

Point of Contact [Michele Morrison](#)

Eligibility Requirements • **Degree:** Bachelor's Degree, Master's Degree, or Doctoral Degree received within the last 60 months or currently pursuing.

• **Discipline(s):**

- **Chemistry and Materials Sciences** ([12](#))
- **Communications and Graphics Design** ([6](#))
- **Computer, Information, and Data Sciences** ([17](#))
- **Earth and Geosciences** ([21](#))
- **Engineering** ([27](#))
- **Environmental and Marine Sciences** ([14](#))
- **Life Health and Medical Sciences** ([51](#))
- **Mathematics and Statistics** ([11](#))
- **Other Non-Science & Engineering** ([13](#))
- **Physics** ([16](#))
- **Science & Engineering-related** ([2](#))
- **Social and Behavioral Sciences** ([30](#))

Affirmation I certify that I have not previously been employed by CDC or by a contractor working directly for CDC. I understand that CDC does not permit individuals with a prior employment relationship with CDC or its contractors to participate as trainees in the ORISE program. (Exceptions may be granted for individuals who, since the previous CDC employment, have obtained a new STEM degree which necessitates training in a new field.)