

**Building a Thriving Compassionate Community (BTCC)  
Monroe County Childhood Conditions Summit  
Internship Position Description**



**To apply, send resume, cover letter and references to:**

Melanie Vehslage, MPH

Prevention Coordinator, Youth Services Bureau (BTCC)

[mvehslage@co.monroe.in.us](mailto:mvehslage@co.monroe.in.us) (cc: [btccbloomington@gmail.com](mailto:btccbloomington@gmail.com))

812.335.7276

**Position Title:** Monroe County Childhood Conditions Summit (MC3) Intern

**Date Updated:** April 2025

**Position Term:** flexible, ideally ASAP through fall semester

**Job Objective:** To support the successful planning and implementation of the Monroe County Childhood Conditions (MC3) Summit in November 2025, with a focus on data collection & evaluation as well as the creation of engaging visual representations of findings.

**Reports to:** Melanie Vehslage, MPH, Prevention Coordinator. The internship contact is employed at Youth Services Bureau of Monroe County (YSB) and devotes staff time to BTCC, a community initiative and YSB sub-committee.

**Status:** Unpaid internship 5-10 hours a week (flexible)

**Essential Duties and Responsibilities:**

1. Work with the MC3 Planning Team to plan, coordinate, and execute the 2025 MC3 Summit
2. Work with MC3 Data Team to identify opportunities for strategic and creative information sharing before, during and after the MC3 Summit
3. Meet with Prevention Coordinator weekly for internship supervision and delegation of other duties related to MC3 or BTCC as assigned

**Preferred Skillsets:**

1. Strong organization and time management skills
2. Hardworking with the ability to see projects through to completion
3. Self-motivated and able to work independently
4. Ability to communicate nuanced ideas, data, or information in easily understandable ways
5. Interest/experience in public health, research, policy, and/or advocacy
6. Graphic design experience, or willingness to learn basic graphic design
7. Knowledge of and familiarity with multiple media platforms
8. Able to approach work with curiosity and creativity

**Additional Information:** Building A Thriving Compassionate Community (BTCC) is a network of organizations and individuals collaborating to provide training, build relationships, and promote actionable change to address the root causes of social problems in Monroe County. Our vision is embedded within our name; we represent a diverse group of local stakeholders working to build a thriving and compassionate community for all. Given our work to improve community conditions, BTCC values lived experience from many walks of life, and so encourages working class people, people with disabilities, candidates of color, neurodivergent, and LGBTQ+ individuals to apply.

<https://www.btccbloomington.org/mc3>