



Region IV Public Health Training Center

Region IV Public Health Training Center Pathways to Practice Scholar Field Placement Program Georgia – Fall Scholar Position

AGENCY: Center for Civic Innovation Atlanta

POSITION TITLE: Center for Civic Innovation Intern

LOCATION: 460 Edgewood Avenue SE Atlanta, GA 30312

AGENCY WEBSITES: <https://civicatlanta.org>

NUMBER OF POSITIONS AVAILABLE: 1 (Fall 2025)

DESIRED START DATE: September 2025

* Interested students should apply as soon as possible. Applications are reviewed and considered in the order they are received. Submit to Elizabeth Kidwell at elkidwell@emory.edu

Note: To apply to more than one posting, submit separate applications specifying the position title in the subject line. Please be specific in your email *and* cover letter.

DESCRIPTION:

The following position is offered through the [Region IV Public Health Training Center's Pathways to Practice Scholars Program](#).

Note: This placement will be conducted on a hybrid basis. It is preferred that the student live in the Metro Atlanta area to ensure a more immersive and supportive experience.

The Center for Civic Innovation (CCI) is a nonprofit organization founded in 2014 that is focused on strengthening the power of residents and community leaders to understand, inform, and change local public policy in Atlanta. CCI does this by making policy information more open and accessible, advocating for more effective public engagement, training a new generation of informed policy leaders, and investing in and amplifying community-driven ideas and solutions.

CCI's work is centered around four key pillars: (1) monitoring and publishing clear, easy-to-understand information on local legislation, budgets, elections, and policies at various government levels; (2) hosting educational events and trainings on government processes, policies, and advocacy; (3) providing strategic coaching, capital, and technical assistance to help community-driven policy interventions grow and succeed; and (4) celebrating and supporting local leaders and advocates who exemplify impactful community engagement.

POSITION DESCRIPTION:

The student will have the opportunity to support a variety of civic and community-focused initiatives in Atlanta. This role includes administrative and planning assistance for events and gatherings with neighborhood leaders and advocates, as well as canvassing and staffing information tables at college campuses and community events. The Intern will contribute to narrative storytelling projects that highlight Atlanta's community leaders, policy innovations, and social inequities, while also conducting research on civic systems and processes. Additional responsibilities may include digital and design

content creation, data entry, note-taking, attending partnership meetings, and providing general office support. The student will also have the opportunity to work closely with nonprofits, social enterprises, and community leaders, while also attending all Center for Civic Innovation events and workshops. This position offers students a hands-on opportunity to grow their skills in civic engagement, policy research, and community advocacy.

REQUIRED QUALIFICATIONS:

- Familiarity with Google and Microsoft Office suite, particularly Sheets and Excel
- A keen eye for visual storytelling and an ability to translate complex ideas into accessible, engaging content
- Proficiency in using social media platforms to share content and engage with audiences
- A passion for improving voter education, participation, and civic engagement in Atlanta
- Strong interpersonal and communication skills, with the ability to engage diverse audiences
- Pre-existing relationships with youth- and/or student-led organizations such as greek organizations, student government, and issue-specific groups
- Organized and detail-oriented, with the ability to multitask and meet deadlines

PREFERRED QUALIFICATIONS:

- Experience in event planning, public speaking, or grassroots organizing is a plus
- Passionate about making Atlanta a better place!
- Interest in community building and advocacy
- Experience/Exposure to CRMs (especially Neon) a plus, but not required
- Experience with grassroots organizing a plus, but not required

THE STUDENT WILL HAVE THE OPPORTUNITY TO ASSIST WITH THE FOLLOWING ACTIVITIES:

- Administrative and event planning support for events and gatherings
- Administrative and planning support on gatherings for neighborhood leaders and advocates
- Canvassing and staffing information tables at events, particularly on college campuses and community gatherings
- Narrative storytelling work about Atlanta's community leaders, creative policy solutions, and inequity in Atlanta
- Research opportunities on civic processes and systems in Atlanta
- Digital and design content
- Data entry, note taking, attending partnership meetings, and office support.

PUBLIC HEALTH COMPETENCIES/SKILLS STUDENT MAY STRENGTHEN DURING PLACEMENT:

1. Policy Development/Engagement
2. Community Partnership/Engagement
3. Effective Communication

TRAVEL: Yes (*The student will have the opportunity to travel throughout Atlanta for events*)

POSITION TYPE: Region IV Public Health Training Center Field Placements (for MPH/MSPH students)

QUALIFICATIONS AND REQUIREMENTS TO APPLY:

Preference will be given to Masters or Doctoral level Public Health students. Will also consider Undergraduate Public Health students (juniors and seniors) as well as Sociology, Social Work, and Psychology Graduate students. [Past recipients of the Pathways to Practice Award are not eligible to apply again.](#)

- Please include a cover letter with the following:
 - The semesters you are applying for (Fall 2025)
 - The title of the position you are applying to
 - Citizenship or permanent resident visa status
- Please include a resume with the following:
 - The name and department of your degree program
 - Year of study
 - Expected graduation date

WORK AUTHORIZATION: U.S. Citizen, Permanent U.S. Resident

Citizenship statement: The Region IV Public Health Training Center is a federally-funded program which has a citizenship requirement. To be eligible to apply for this position, you must be either a U.S. citizen, a non-citizen U.S. national, or a foreign national having in your possession a visa permitting permanent residence in the U.S.

AWARD LEVEL: \$3,500 award

* Note: Travel costs will not be covered by the program beyond the total \$3,500 award.

APPROXIMATE HOURS PER WEEK & DURATION: Approximately 15-20 hours a week for 10-12 weeks.

**Students may be limited in the minimum or maximum number of hours they can work per semester based on their university, school or degree's policies. If this work will also be used as a graduation requirement, the student should verify those requirements and abide by their university policies.*

IMPORTANT INFORMATION: Please read the “*Student Scholar Field Placement Guidebook*” for more details about the Pathways to Practice Scholars Program and requirements. It is located on the Field Placements page of the Region IV PHTC website: <https://r4phtc.org/field-placements/>

HOW TO APPLY

Please submit the required documents following specifications above (**resume, and cover letter indicating the agency name and citizenship/visa status**) to Elizabeth Kidwell, elkidwell@emory.edu with the subject line “**Fall 2025 Applicant: GA CCI**”

*PLEASE DO NOT CONTACT THE AGENCY DIRECTLY