Part- or Full- Time Internship, American Association of Poison Control Centers

About The American Association of Poison Control Centers (AAPCC) AAPCC represents the nation's 55 regional poison control centers (PCCs), which provide free, expert information and treatment advice, 24 hours a day, seven days a week, 365 days a year, through the national Poison Help line—1-800-222-1222. Specially trained nurses, toxicologists, pharmacists, and physicians answer calls. Each year, U.S. poison control centers answer more than 3.1 million calls about drug, consumer product, animal, environmental, food poisoning, and other issues. AAPCC accredits PCCs, certifies specialists in poison information, coordinates national-level poison education and prevention programs and collaborations, coordinates national meetings among poison center directors, toxicologists, and poison control educators, operates the National Poison Data System (NPDS), and provides advocacy support on issues relevant to poison control. AAPCC collaborates with federal agencies such as HRSA, CDC, FDA, DEA, and EPA, as well as private industry. AAPCC is a 501(c)(3) nonprofit organization, and is funded by NPDS data sales, sponsored educational partnerships, and membership. To learn more, visit www.aapcc.org. AAPCC is also active on Facebook (facebook.com/aapcc) and Twitter (@aapcc).

Internship Program Overview
The AAPCC Internship Program offers participants an opportunity to gain valuable experience in a non-profit 501(c)(3) public health organization. Interns can expect to work on a variety of projects and tasks related to advocacy, program planning, communications planning/outreach, research, event planning, fundraising, and administrative responsibilities related to nonprofit administration and public health education. Internship candidates should be in the midst of a course of undergraduate or graduate study pertaining to public health, health policy, health promotion or health education, nonprofit management, or nonprofit fundraising. Recent graduates seeking to gain experience may also be considered. AAPCC interns are not financially compensated; rather, we work with our interns to ensure that they gain valuable, relevant experience. Letters of reference are provided at the intern's supervisor's discretion.

Academic Credit
As an AAPCC Intern, you may earn academic credit at the discretion of your academic institution. AAPCC will assist you in providing appropriate information as your school requests. Interns are responsible for making all arrangements for earning credit before beginning the internship, and ensuring adherence to deadlines set by the intern's academic institution.

Internship Location, Length, and Time
Interns commit to interning at AAPCC by semester, as defined by the intern's academic institution. AAPCC internship candidates must be able to work a minimum of 20 hours per week in the office, and may do some tasks, such as internet research if assigned, remotely as needed. We will work with you to establish a mutually agreeable weekly schedule.

The AAPCC central office is located at 515 King Street, Suite 510; Alexandria, Virginia, 22314. The office is approximately 1 mile from King Street Metro Station and is accessible via bus or
trolley. Public parking is available throughout Old Town Alexandria. AAPCC does not reimburse interns for transportation or parking costs.

Program Requirements
Program applicants must be currently enrolled or recent graduates of an educational institution, such as a college, university, or continuing education program. Applicants' course of study and career goals must be relevant to AAPCC's mission and work, such as public health, health policy, health promotion or education, injury prevention, nonprofit management, or nonprofit fundraising.

As a national membership organization whose members save lives every day, AAPCC values professionalism, a positive attitude and customer-service orientation, diligence, and attention to detail in each of its employees and interns. Successful internship applicants will possess strong verbal, written, communication, and analytical skills, as well as high competence in the use computers and the internet, and knowledge of commonly used applications such as Microsoft Word, Excel, PowerPoint, Outlook, etc.

How to apply
The Application Process & Deadlines
Please submit the following application package to outreach@aapcc.org. All components of your application must be submitted together.
Cover letter: In your cover letter, be sure to tell us why you are interested in interning at AAPCC, what you hope to learn during your internship, and what skills you already poses and hope to use here.
Resume: Should include all academic experience (including GPAs) from high school on, and all work experience. Be sure to include any awards or honors you have earned.
Recent writing sample: Can be a research paper, press release, essay, report, etc. If possible, send us a writing sample that is relevant to AAPCC's work or mission.

Application deadlines are as follows:
- April 15 for Summer semester internship
- August 1 for Fall semester internship
- December 1 for Spring semester internship We will be in touch with you to schedule an in-person interview if your application is selected. We will ask you to bring the name and contact information of a reference, preferably an instructor, professor, or teacher who is familiar with your aptitude, or a current or former employer or supervisor.

Please do not call the office. If you have questions, please email Krista Osterthaler, Director of National Outreach at Osterthaler@aapcc.org.