



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands

1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 25-132

POSITION:	Workforce Development Intern	OPENING DATE:	<u>09/05/2025</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>09/18/2025</u>
SALARY:	\$20,800.00		
PAY LEVEL:	UNGRADED		
	<i>The salary given will be determined by the qualifications of the appointee.</i>		
LOCATION:	Executive Office, Commonwealth Healthcare Corporation, Commonwealth Healthcare Center, Saipan		

NATURE OF WORK

The Workforce Development Intern will work under the direct supervision of the Workforce Development Manager or designated personnel. The intern will assist the Workplace Wellness Committee with planning, organizing and coordinating employee wellness programs and initiative. The position supports CHCC's mission to promote employee well-being through creative and engaging wellness activities, workforce-related support and administrative coordination.

DUTIES:

Employee Wellness & Program Support

- Assist with planning, organizing, and coordinating employee wellness activities (e.g., fitness programs, mental health events).
- Support the execution of wellness projects developed by the Workplace Wellness Committee.
- Collaborate with healthcare professionals to gather content for newsletters and educational materials.
- Maintain fitness and wellness-related records, reports, and schedules.

DPHS Strategic Planning Steering Committee Support

- Schedule, coordinate, and support Steering Committee meetings (in-person, hybrid, or virtual)
- Prepare and distribute agendas, briefing materials, and background documents.
- Record and distribute meeting minutes, ensuring accuracy and timely follow-up.
- Track actions items, deliverables, and timelines related to committee decisions.

Workforce Support

- Assist with onboarding and coordination of interns.
- Track intern participation and help facilitate orientations or trainings.
- Support internal workforce-related communications and assist with project logistics.
- Provide administrative support related to workforce development initiatives.

Outreach & Communication

- Create and distribute promotional materials (flyers, newsletters, social media content) for wellness and workforce programs.
- Promote upcoming events and resources to CHCC employees.
- Maintain positive communication with community partners and service providers.

CHCC is an equal opportunity employer. We consider all applicants for all positions without regard to race, color, religion, sex, disability, age, mental or veteran status, the presence of a non-job-related medical condition or disability, or any legal protected status.

Other Duties

- Assist at the front window to greet and guide visitors, interns, and staff in a professional and welcoming manner.
- Provide administrative support to the Executive Office, including scheduling, document preparation, and filing.
- Attend team meetings, offer input, and contribute to department-wide initiatives.
- Perform other duties as assigned.

Learning Goals & Development Opportunities

- Gain hands-on experience in public health, wellness, and workforce program coordination.
- Build skills in event planning, communication, outreach, and administrative support.
- Strengthen professional collaboration and problem-solving in a real-world setting.
- Develop confidence in working with both internal teams and external partners.

QUALIFICATION REQUIREMENTS:

Education: High School Diploma, General Equivalency Diploma (GED), Adult Basic Education (ABE), Advance Development Institute (ADI) or equivalent.

Experience: Internship or volunteer experience preferred.

Other: Intermediate proficiency in Microsoft Office applications, using computers and computer system. Familiarity with internet and social media, preferred.

KNOWLEDGE/ WORK STYLES:

- Intermediate proficiency in Microsoft Office and general computer use.
- Familiarity with internet tools and social media preferred.
- Strong communication and customer service skills.
- Attention to Detail — Job requires being careful about detail and thorough in completing work tasks.
- Dependability — Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Concern for Others — Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.

CONDITIONAL REQUIREMENTS:

Employment is contingent upon successful clearing of pre-employment health screening and drug screening in accordance with CHCC policy.

OTHERS:

This position is a Limited Term/ part-time employment status and requires 40 hour per week with no benefits and not to exceed one year employment. This position is "**Non-Exempt**" or is eligible to receive overtime compensation pursuant to the Fair Labor Standards Act (FLSA) of 1938 Federal Law. Regular operating hours of the Commonwealth Healthcare Corporation will be Monday to Friday from 7:30am to 4:30pm! This work schedule however is subject to change with or without notice based on the Employer's business requirement and/or by the demand of the employee's job. This position is paid on a bi-weekly basis (2-week period). CHCC adheres to all applicable deductions such as C.N.M.I. Tax, Federal Tax, Medicare and Social Security; subject to funding availability through federal funds awarded to the CNMT CHCC Workforce Infrastructure Enhancement Project not to exceed 11/30/2025.

Note(s):

- *Three-fourths 20 CFR 655, Subpart E: "Workers will be offered employment for a total number of work hours equal to at least three fourths of the workdays of the total period that begins with the first workday after the arrival of the worker at the place of employment or the advertised contractual first date of need, whichever is later, and ends on the expiration date specified in the work contract or in its extensions, if any."*
- *Employer-Provided Items 655.423(k): Requires Employer provide to the worker, without charge or deposit charge, all tools, supplies and equipment required to perform the duties assigned.*

INTERESTED PERSONS SHOULD SEND THEIR CURRENT APPLICATION FORMS TO:

Office of Human Resources
Commonwealth Healthcare Corporation
1178 Hinemlu' St., Garapan, Saipan, MP, 96950
Operation Hours: Monday Through Friday 7:30 AM – 4:30 PM and CLOSED on weekends/holidays.

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Employment Application Forms will be available 24/7 at the employer's hospital facility's Main Cashier Office (entrance/exit point for all)

E-mail: apply@chcc.health

Direct Line: (670) 234-8951 ext. 3444/3410/3427/3583/3584

Trunk Line: (670) 234-8950

Fax Line: (670) 233-8756

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Note: *Education and training claimed in Employment Application must be substantiated by diploma, certificate or license. Failure to provide complete application form or the required documents will result in automatic disqualification.*