



Commonwealth Healthcare Corporation

Commonwealth of the Northern Mariana Islands
1178 Hinemlu' St. Garapan, Saipan, MP 96950



HUMAN RESOURCES

EXAMINATION ANNOUNCEMENT NO. 26-007

POSITION:	Program Intern	OPENING DATE:	<u>02/02/2026</u>
NO. OF VACANCIES:	1	CLOSING DATE:	<u>02/13/2026</u>
SALARY:	\$20,800.00 P/A		
PAY LEVEL:	UNGRADED		
LOCATION:	<i>The salary given will be determined by the qualifications of the appointee.</i> Maternal, Infant, Children & Adolescent Health Programs, Public Health Services, Commonwealth Healthcare Corporation, Saipan		

NATURE OF WORK

Under the direct supervision of Program Administrator/Public Health Nutritionist, the Program Intern will work on projects focused on promoting physical activity and nutrition across the CNMI. The Program Intern will help with the planning, organizing, and coordination of materials, tools, and resources needed for successful execution of workplan activities. Activities may include school and community-based outreaches, presentations, events, education and awareness initiatives, and data collection and interpretation.

DUTIES:

- Work closely with Public Health Nutritionist in the activities related to Nutrition.
- Work closely with program managers, project specialists or other personnel on activities to promote physical activity among youth and adults in the CNMI.
- Develop health promotion materials and program materials.
- Participate in exhibit booths and food demos.
- Assist with program educational sessions: Food demos, room set up, preparing materials and voucher distribution.
- Input surveys electronically.
- Assisting with data reviews and summary write ups.
- Performed other duties as assigned.

LEARNING OBJECTIVES:

Throughout the duration of the internship, the Program Intern will learn how to:

- Identify and define public health services/health promotion terminology used at the worksite.
- Apply public health services/health promotion/concepts to problems and issues within the CNMI.
- Understand the Produce Prescription Program and create value for organization.
- Increase knowledge and skill capacity on non-communicable diseases, their risk factors and evidence-based interventions to prevent chronic diseases in the CNMI.
- Collaborate with other public health services programs/units to strengthen health promotions and service delivery.
- Produce high quality health promotion materials utilizing Word, Excel, PowerPoint and other software.
- Demonstrates multi-channel communications skills including oral, written, audio/visual and digital.

QUALIFICATION REQUIREMENTS:

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

Experience: Must have basic computer experience such as Microsoft Office (Word, PowerPoint, Excel, etc.) or Google Suite.

Other: May be required to lift up to 50lbs of supplies or equipment. Must have reliable transportation to reporting site. Must be flexible on working hours that may include after regular hours (4:30PM) or weekends.

KNOWLEDGE/ SKILL/ ABILITIES:

- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of compositions, and grammar.
- Must know use of social media.
- Must have excellent verbal and written communication skills.
- Must have excellent computer skills
- Must be able to communicate through email, phone and other forms of communications.

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 hours 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 demands 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 *CNMI CHCC, Public Health Services, Produce Prescription Program* not to exceed 04/30/202 & Preventive Health and Health Services Block Grant not to exceed 09/30/2026.

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.

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) 234-8951ext. 3410/3427/3583/3444/3584

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.