**EXAMPLES OF PUBLIC HEALTH-RELATED TASKS/DUTIES**

**Introduction:** As the field of public health involves a system made up of various sectors and functions, the knowledge and skills are expansive; however, there are some core duties that public health students and professionals are trained in.

This list is not exhaustive but do include common duties:

Data Collection Statistical Analysis Literature Review

Needs Assessment Program Planning & Development Evaluation

Grant Writing/Fundraising Database Development Community Outreach Public Speaking Facilitate Meetings Facilitate Training

Program Implementation Develop Educational Materials Advocacy

Community Organization Policy Research/Analysis

**Examples of Duties/Tasks may include but not limited to:**

* Online research
* Literature reviews/data analysis
* Database Development & Management
* Outreach and Education Materials Development such as resource directories, flyers, guides
* Community outreach activities such as health or cultural fairs, school or organization events, community or class presentations, text or phone outreach campaigns, etc.
* Establish or expand social media presence; develop/implement social media campaign
* Develop content and messaging for website or social media posts/activities
* Program Planning such as assisting with developing a work plan, design activities, develop curriculum or training manuals, etc.
* Program Evaluation - review data, create data collection tools like surveys and interview questions; conduct in-person/phone/virtual interviews and focus groups; collect and enter data, etc.
* Program or Policy Reports – can assist in research, drafting, reviewing, editing
* Online meeting or webinar facilitation
* Support community resource education efforts including answering phone lines and making referrals for the public/clientele