



## **Live Healthy Iowa Events Intern**

Spring Semester 2018 (January-May)

### **Overview:**

The Live Healthy Iowa Events Intern will play an integral role in the coordination and promotion of three major Live Healthy Iowa events during the spring semester – Live Healthy Iowa 5K, Live Healthy Iowa Kids Go The Distance May, and Live Healthy Iowa Kids Track Championships. In addition to the event management duties, the LHI Events Intern will have opportunities to engage with community hosts and schools/youth organizations across Iowa.

### **Duties and Responsibilities:**

Specific duties include, but may not be limited to:

- Assist in the coordination of statewide event logistics
- Recruit community hosts/locations
- Communicate with host site coordinators
- Assist with promotional efforts
- Update event websites

### **Additional Opportunities:**

- Learn about nonprofit entities
- Work with a dedicated team
- Gain knowledge of other Iowa Sports Foundation programs – Iowa Games, Iowa Senior Games, and Adaptive Sports Iowa

### **Qualifications:**

- Students majoring in Communications, Event Management, Health Promotion, Marketing or related field.
- Must be organized and detail oriented
- Must have strong communication skills, written and verbal
- Must have experience working with Microsoft Word and Excel, and the ability to learn other software applications.
- Must be a team player

### **Additional Information:**

The Live Healthy Iowa Events Intern will work within the Iowa Sports Foundation office in Ames, Iowa. Intern hours are flexible and typically fall during office hours Monday - Friday from 8:00 am - 4:30 pm. There may be a need for evening or weekend hours. This position includes a paid stipend at the successful conclusion of the internship, as well as a fitness membership.

### **To apply:**

Please send cover letter and resume to Nicole Kennedy at [nicole.kennedy@livehealthyiowa.org](mailto:nicole.kennedy@livehealthyiowa.org) by Monday, October 16, 2017.