



Live Healthy Iowa Operations Intern

Spring Semester 2018 (January-May)

Overview:

The Live Healthy Iowa Operations Intern will play an integral role in the implementation of Live Healthy Iowa's 10 Week Wellness Challenge and in the coordination of the Strut Your Pup Challenge. In addition to these duties, the LHI Operations Intern will assist with other LHI events, gaining valuable and diverse experience.

Duties and Responsibilities:

Specific duties include, but may not be limited to:

- Communicate with challenge administrators, team captains and participants
- Assist in the coordination of challenge logistics
- Assist in promotional efforts
- Update website with challenge details and resources
- Assist with evaluation

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, 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 Operations 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 by Monday, October 16, 2017.