



## **Live Healthy Iowa Operations Intern**

Spring Semester 2021 (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 the coordination of the Strut Your Pup and Burst Your Thirst Challenges. In addition to these duties, the LHI Operations Intern will assist with other LHI events, such as Go The Distance May, Live Healthy Iowa Kids Track Championships, and the Live Healthy Iowa 5K.

### **Duties and Responsibilities:**

Specific duties include, but may not be limited to:

- Communicate with challenge administrators, team captains, participants and site coordinators
- Assist in the coordination of challenge and event logistics
- Assist in promotional efforts
- Update websites with challenge details and resources, as well as event information
- 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 Corporate 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
- Must be flexible and open to the possibility of remote work

### **Additional Information:**

The Live Healthy Iowa Operations Intern will work a pre-determined schedule within the typical work week, Monday-Friday from 8:00 am – 4:30 pm. Due to the current health concerns, interns will likely work at least part of the determined hours remotely. 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 12, 2020. If possible, please include details of your internship requirements.