



Every Child Thrives Intern

The Greater Watertown Community Health Foundation (GWCHF) is seeking a college student with exceptional interpersonal skills for a paid, part-time (5 – 10 hours per week) Intern position for the 2019/20 school year. This position will provide a valuable professional opportunity for a student pursuing a career in education, health, business or leadership.

Our intern will support the GWCHF and Every Child Thrives teams by providing a wide range of administrative, data-entry, reporting and event support. The intern will provide occasional outreach for taste tests and nutrition education in K-12 schools as well as outreach to families at community events. The Intern will also provide support for special projects and meetings.

Our Mission: Engaging business, education, families and community partners to ensure every child thrives in health, learning and life.

Responsibilities:

- Assist in the development and implementation of TalkReadPlay With Your Child Every Day and Fuel Up for Learning communication campaigns
- Assist with health education programming for children and families
- Enter data and develop reports
- Prepare materials and presentations for multi-sector action team meetings, attend meetings and compile minutes
- Perform research and summarize findings
- Work independently and within a team on special projects
- Handle confidential and non-routine information with sensitivity
- Perform other duties as assigned

Qualifications

- Understanding and affirmation of the GWCHF mission
- Currently working towards BA/BS or Master's degree
- Experience in MS Office (Word, Excel, Outlook, PowerPoint and/or Mac equivalents)
- Video production experience a plus
- Flexible, highly organized and proven ability to juggle multiple demands, collaborating with team members and working independently
- High level of interpersonal skills, demonstrating tact and diplomacy to establishing strong relationships
- Attention to detail in composing, typing and proofing materials
- Driver's license and transportation to off-site work

To apply: Please forward cover letter, resume and short introductory video to Tina Crave, President & CEO at tcrave@WatertownHealthFoundation.com. The video should be 60 seconds or less and demonstrate how your talents would help our team further our goal of every child thriving in health, learning and life.