



Position Description – Healthy Eating and Physical Activity (HEPA) Policy Intern

Core Functions

- Provide general support to Afterschool Alliance's Policy Team

Reports directly to:

Director of Health and Wellness Initiatives

Classification

Non-exempt, Full time, Temporary Employee

Schedule

Up to 32 hrs per week, during the months of June through August with the possibility of extending internship after August

Summary

This position provides a college undergrad or graduate student with an excellent opportunity to gain significant experience with a nonprofit organization that works to advance state level public policy to incorporate healthy eating and physical activity standards into out of school time programs. Under the guidance of the Director of Health and Wellness, the HEPA Intern will learn through experience about what is involved in running a successful state level campaign while building field support of HEPA in out of school. (S)he will work closely with the policy team.

Responsibilities and Tasks

- Schedule and coordinate materials for coalition meetings
- Update and maintain a library of HEPA related success stories.
- Update website content, including writing blogs and top news for homepage.
- Conduct research on local jurisdictions' passage of laws or regulation to incorporate healthy eating and physical activity into out of school time programs
- Recruitment of advocates and organizations to sign up for Action Center
- Track state HEPA related state legislation
- Perform other support duties as requested.

Knowledge, Skills and Abilities

- Familiarity with afterschool field is preferred
- Excellent oral, written, and interpersonal communication skills
- Technology savviness, ease with using blogs, web, database and other information technology systems a must
- Highly organized, accurate and responsible
- Demonstrated ability to work well independently and as part of a team
- Ability to multitask, identify priorities and meet deadlines

Minimum Qualifications

- Bachelor's degree, or in the process of obtaining a Bachelor's degree
- Strong passion and commitment to the out of school learning space and youth development
- Strong passion and commitment to the health and wellness of youth
- Interest in public policy, public health and/or prevention of childhood obesity a must
- Excellent writing abilities
- Three professional references

Compensation and Term

This is a summer internship. Afterschool Alliance offers a modest stipend (\$200.00/week) and potential for class credit is available pending school approval.

How to Apply

To apply send your resume, a cover letter describing your interest and qualifications for this internship and three professional references to info@AfterschoolAlliance.org by June 9th.

***Afterschool Alliance reserves the right to update position description and responsibilities as needed.
Equal Opportunity Employer***