

## **Intern Description** **Active Living Coordinator (part-time)**

The Active Living Coordinator Intern is responsible for coordinating and implementing a seven-month active living fitness and social marketing initiative aimed at Harlem residents. This is a new initiative offered by African Services Committee, who is serving as a Manhattan neighborhood contractor to advance the goal of the Partnership for a Healthier New York City to increase opportunities for physical activity among residents by making such opportunities safe, appealing and accessible. African Services Committee (ASC) is a Harlem-based multiservice agency with the mission to improve the health and self-sufficiency of immigrants and refugees of the African Diaspora. The active living initiative will be a collaborative project with ASC's community partners to develop and implement free fitness programming, active living education and social marketing at ASC and in the Harlem community.

We are seeking an intern that can work with a high level of independence as well as collaborate effectively within ASC as well as with our trusted community partners. This initiative is an excellent opportunity to creatively develop, coordinate, and implement a short-term, high-impact initiative to promote active living in Harlem.

The intern must be available from the end of February to the end of September 2013. This is a 15 to 20-hour part-time position that will likely require both weekday and weekend work. The intern will be based in ASC's Harlem office and will be required to travel within Manhattan for meetings with community partners.

A small monthly stipend will be provided.

Duties will include:

Collaborating with community partners to plan and implement the active living initiative:

- Identify and coordinate fitness classes at ASC.
- Provide active living education during fitness classes.
- Track participation in fitness classes.
- Plan and oversee marketing of fitness classes with community partners.
- Identify appropriate venues for social marketing messages.
- Develop, design, pre-test, and disseminate social marketing materials.
- Develop and distribute active living resource materials.
- Assist in grant reporting, as needed.
- Attend required meetings/trainings, as needed.

Preferred Qualifications:

- College or graduate student in public health, health education.
- Bilingual proficiency in French, Spanish and/or African language highly preferred.
- Experience in social marketing and/or fitness programming.
- Knowledge of active design principles and built environment interventions.
- Familiarity with Manhattan health and fitness community resources.

Please send a cover letter, resume, and two references to Melissa Ip, Community Nutrition Educator, African Services Committee, at [melissai@africanservices.org](mailto:melissai@africanservices.org).