

Fitness Forward HR Intern
San Francisco, CA

Start Date: February 17, 2010

Organization Overview: Fitness Forward is a 501(c)(3) non-profit organization whose mission is to Lead Youth to Live Well. Integrating scientifically grounded evidence, web-based technologies, and targeted social marketing, we aim to reverse the dangerous rise in childhood obesity, diabetes, and mental illness. We envision a day when all children, regardless of background or circumstance, will grow up with the knowledge, motivation, and tools to live healthier, happier lives. Currently, D2F reaches thousands of children in MA, NC, ND, PA, OH and AL public schools. Evaluations in NC and MA demonstrated that children who participated in D2F (1) became more physically active, (2) ate more fruits and vegetable, (3) had less overall screen-time, (4) drank less sugary beverages, (5) were less likely to get too little sleep, (6) and were more confident in knowing how to live a healthy lifestyle. Notably, most kids report Mom or Dad is their hero, and, when parents and other role models track their own point, and verify their kids, everyone lives healthier. Now, FF is partnering with other orgs to create comprehensive 'School Playbook' programming to foster major impact in the well-being of children.

Position Overview:

The primary responsibilities of the FF HR intern are to help manage FF recruiting and HR administration for new employees. The HR Intern reports to the Operations and Finance Associate and the Executive Director.

Salary and Benefits

This is volunteer position for approximately 20 hours per week.

Responsibilities

The FF HR Intern will help manage FF recruiting and HR administration for new employees by:

- Posting jobs and internships
- Revising job and internship applicants
- Managing the paperwork for new employees
- Taking on other HR projects as needed

Qualifications

Fitness Forward is looking for someone who:

- Is committed to the FF mission
- Has a Bachelors degree or further degree
- Has strong writing and editing skills
- Has excellent organizational skills and is extremely detail-oriented