

Fitness Forward Technology and Operations Intern
San Francisco, CA

Start Date: March 1, 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 'Children's Playbook' programming to foster major impact in the well-being of children.

Position Overview:

The primary responsibilities of the FF Technology and Operations intern are to learn about and support FF technology, office systems, operations and administrative needs, with a focus on the organization and integration of Google Apps, Salesforce CRM database, Vertical Response, grant and donor tracking tools, secure servers, Microsoft/ Adobe/ other software suites, fax and scan filing systems, intranets, company websites and leveraging of Tech Soup for new technology orders. The Technology and Operations Intern reports to the Operations and Finance Associate.

Salary and Benefits

This is volunteer position for approximately 20 hours per week.

Responsibilities

The FF Technology and Administrative Intern will support FF technology, office systems, and administrative needs by:

- Responding to technology needs
- Pursuing technology special projects
- Supporting office systems, including internal communications
- Performing administrative tasks, ranging from filing to travel booking

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