

Community Relations Intern

Agency Location: 1200 Del Amo St., Redondo Beach, CA 90277

Work Location: Beach Cities Health District – Communications Department

Days/ Times:

- In person and/or hybrid (mix of in person and online) 8-25 hours per week during regular business hours (between 8 a.m.- 5:30 p.m.) Monday-Friday combined with evening and weekend hours to support events.
- Minimum of 120 Hours

Supervisor: Mecca Norman, Communications Specialist, Communications

Description:

- Beach Cities Health District (BCHD) is a public agency dedicated to enhancing individual and community health through preventive health programs in the cities of Hermosa Beach, Manhattan Beach and Redondo Beach. Governed by a publicly elected board of directors, BCHD offers an array of innovative health and wellness programs designed to support healthy lifestyles and behaviors – physically, mentally and emotionally.
- BCHD’s more than 40 evidence-based community programs are designed to meet the needs of the entire lifespan, from youth to older adults, and include: care management and support for older and disabled adults, mental health education in schools, Blue Zones Project, childhood obesity prevention, dementia education, health classes and screenings, medical services for uninsured and underinsured families, health policy advocacy, Covered California enrollment assistance, a low-cost community exercise center (Center for Health & Fitness), a youth fitness facility (AdventurePlex), community volunteerism and many more.
- The Communications Intern will help support BCHD’s community outreach and engagement campaigns to promote its programs, services and facilities.

Duties:

- Support BCHD’s summer Free Fitness Yoga on the Beach and Zumba in the Park Monday evenings throughout summer. This includes set-up, staffing the event, and clean-up.
- Conduct online advertising campaigns review and analysis and provide recommendations for improving keywords, groups, ad text and overall performance.
- Research public health content for BCHD’s health promotion.
- Design social media campaigns to support events
- Produce content and campaigns around identified programs or services.
- Draft engaging content for BCHD’s blogs and press releases
- Assist with social media marketing for BCHD, AdventurePlex and the Center for Health & Fitness.
- Participate in general campaign development for BCHD.
- Support engagement events through planning, execution and follow-up phases.

- Create video content for BCHD.
- Other duties as assigned.

Qualifications Needed:

- Highly desirable if pursuing a degree in marketing, communications, journalism, public health promotion or public relations.

Application/Screening Process:

All potential interns are asked to complete the following application process to see if this position is an appropriate fit:

- Send cover letter explaining interest in position along with resume to Human Resources (hr@bchd.org)
- Interview with supervisor
- Submit to criminal background check (at no cost to intern)
- Complete BCHD intern application process

Training:

Once the intern clears the screening process, the following training will be provided:

- Complete BCHD Orientation (online or in-house conducted once a month)
- Weekly meetings with supervisor

Responsibilities:

- Check in with supervisor for newly assigned tasks and updates on current tasks
- Exhibit and maintain a professional manner when interacting with fellow colleagues, staff, community members and the public
- Answer and return all emails, phone calls, etc.
- Keep track of all hours and submit timekeeping each month via Vicnet.

To apply for position, please send cover letter and resume to Human Resources:

Contact: (310) 374-3426, ext. 8164 | hr@bchd.org