

Well-Being Services
Program Development Intern

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

Work Location: Well-Being Services Department

Days/ Times: Flexible hours, In-Person and Virtual (weekdays and nights and weekends on occasion)

Supervisor: Jacqueline Sun, Director Well-Being Services
(310) 374-3426 ext. 8266
Jacqueline.Sun@bchd.org

Description:

- Beach Cities Health District is a public agency formed in 1955 by the voters of Hermosa Beach, Manhattan Beach and Redondo Beach to provide health care services in the community.
- The Well-Being Services Department works to measurably improve the health and well-being of beach cities residents through community programs, services, and policy. There are different sectors within the department focused on different health priorities including mental health, substance-use, built environment, worksite wellness and food policy.
- One program under Well-Being Services is the Blue Zones Project (BZP), a community-wide well-being initiative to creating healthier, more productive citizens. This initiative uses permanent, evidence-based environmental and policy changes to motivate residents to adopt and maintain healthier lifestyles. It aims to create a beach cities community that is more walkable, bikeable, healthier and more socially engaged by partnering with local restaurants, grocery stores, schools, worksites, policy-makers and residents.
- Well-Being Services department is seeking a Program Development intern who can support the multidisciplinary functions ranging from supporting Blue Zones Project Restaurant and Grocery Stores and healthy eating; mental health programming including program implementation of our Mental Health and Happiness Initiative, connectedness, purpose and mindfulness programs; and community policy in the built environment to support walking and biking infrastructure.
- Listed below are internship project examples. Internship assignments offered based on interests, needs and availability.

Well-Being Services Program Development Intern

Duties:

COMMUNITY MENTAL HEALTH: *Supporting mental well-being to reduce stress, enhance resilience and boost connectedness.*

- **Community Engagement:** Support re-engagement with BZP moais (social groups) by developing promotional campaign, updating Moai lists, planning engagement events, and participating in specified Moai activities.
- **Assistance with Events:** Support event logistics including community events, social gatherings, mental health trainings and well-being workshops.
- **Qualitative and Quantitative Data:** Assist in developing a “by-the-numbers” dashboard and systems for tracking and reporting BCHD and WBS metrics and deliverables. Collect anecdotes for program successes.
- **Program Planning:** Develop campaigns in alignment with our Mental Health & Happiness Initiative including programs for gratitude, kindness, mindfulness and purpose. Create innovate engagement activities, events, social media and promotion plan. Support the LiveWell pledge launch.

RESTAURANTS/GROCERY STORES & HEALTHY EATING: *Making the healthy choice the easy choice.*

- **Restaurant marketing and collateral outreach:** Work with WBS Associate to re-engage Blue Zones restaurants, develop social media marketing strategies using social media platforms. Reach out to restaurants to participate in our PERKS program.
- **Program planning & development:** Utilize research from best practice programs to support development of a food policy strategy. Develop nutrition education materials, website content and social media posts. Assist in asset mapping and environmental assessment, creating resident data bases and content for collateral.
- **Research, evaluation & data collection:** Assist with development of a more robust restaurant tool that will entail identifying the most impactful restaurant action items, creating survey tools and a report summarizing the findings.
- **Qualitative Data:** Learn about program promotion and engagement by interviewing BZP participants to capture testimonials and quotes and organize information in a database that will be used on social media, BZP demonstration site visits and case studies.

COMMUNITY POLICY – *Measurably improving health through environmental and policy change.*

- **Education Program:** Support program development of e-bike safety campaign by conducting research and creating educational materials
- **Advocacy Development:** In collaboration with BCHD’s community partner, the South Bay Bicycling Coalition+, work on creating an advocacy toolkit to encourage residents to civically engage on infrastructure projects that will enhance the built environment and encourage safe and connected active transportation

Well-Being Services

Program Development Intern

- **Community Engagement:** Develop survey tools to gather community input and support for specific built environment (bicycling and pedestrian safety) projects.
- **Data Analysis:** Analyze crash data and other safety metrics in Beach Cities and south bay area to create tailored traffic safety report cards for each city.
- **Legislation and Project tracking:** Track city policies, programs and projects to document the policy making process and track successes. And track relevant city council and state initiatives related to public health

Qualifications Needed:

- Strong interest in community and public health
- Excellent verbal and written communication skills
- Organized and detail oriented
- Able to work effectively in a fast-paced environment
- Strong working knowledge of Microsoft programs (e.g., Word, Excel, social media platforms, etc.)
- Experience with Smartsheet/project management a plus

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 Jasmine Morales (hr@bchd.org)
- Interview with supervisor
- Submit to criminal background check (at no cost to intern)

Training:

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

- BCHD Orientation
- Initial training regarding Well-Being Services and Blue Zones Project's community programs by supervisor
- 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
- Time management and accountability including setting and preparing for meetings, tracking work and progress, establishing a scope of work, answering and returning all emails, phone calls, etc.



Live Well. Health Matters.

Well-Being Services
Program Development Intern

- Keep track of all hours and turn in time sheet each month

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

Contact: Jasmine Morales | Human Resources Coordinator
(310) 374-3426, ext. 8164 | hr@bchd.org