

**Well-Being Services**  
Community Policy Intern

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

**Work Location:** Well-Being Services

**Days/ Times:** Virtual and in-person (weekdays and nights and weekends on occasion)

**Supervisor:** Jacqueline Sun, Policy Manager  
(310) 374-3426 ext. 8266  
jacqueline.sun@bchd.org

**Description:**

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- 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, a community-wide well-being initiative to create 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 is seeking a community policy intern to support the built environment policy work to improve street safety and encourage more walking, biking and active transportation. We are looking for someone interested in gaining experience working on projects in the intersections of built environment, transportation planning, public policy and public health.
- Interns will gain valuable experience in data collection and presentation, management of databases, implementation of living streets projects, policy advocacy on a local level, and witness community engagement and coalition building best practices.

## Well-Being Services Community Policy Intern

### Duties:

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- 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
- Analyze crash data and other safety metrics in Beach Cities and south bay area to **create tailored traffic safety report cards for each city.**
- **Organize knowledge management database of resources** to develop key talking points for Living Streets principles
- **Project tracking** of city policies, programs and projects to document the policy making process and track successes
- **Legislative tracking** of relevant city council and state initiatives related to public health
- Assist with **program development** for education, community engagement and data collection to support built environment projects and city policies.
- Research on **Living Streets best practices** and analysis on how emerging technologies will affect mobility and health.
- **Support advocacy** on maintaining Living Streets elements, such as outdoor dining decks, **and conduct research** on the health and well-being implications.

### Qualifications Needed:

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- Strong interest in community policy and public health
- Interest in transportation or urban planning welcomed
- 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:

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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 ([Volunteers@bchd.org](mailto:Volunteers@bchd.org))
- Interview with supervisor
- Submit to criminal background check (at no cost to intern)

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**Training:**

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

- BCHD Orientation
- Initial training regarding Well-Being Services community programs by supervisor
- Weekly meetings with supervisor
- Weekly team meeting

**Responsibilities:**

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- 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.
- 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 | [Volunteer@bchd.org](mailto:Volunteer@bchd.org)