



Lane Coalition for Healthy Active Youth LCHAY Intern Position: Non-Profit Management and Executive Assistance

INTERNSHIP:

LCHAY (Lane Coalition for Healthy Active Youth) is looking for a student intern to provide non-profit management support by providing assistance to the Executive Director. LCHAY is a private, nonprofit advocacy organization, dedicated to preventing childhood obesity and related diseases in Lane County. We accomplish this through raising public awareness of the issue, causes and impacts of childhood obesity; and organizing community advocacy for programs, policy and environment change to improve access to healthful foods and decrease consumption of energy-dense high-sugar high-fat foods; increase daily physical activity among youth; and reduce the amount of time kids spend watching TV, video games and the internet.

TASKS & RESPONSIBILITIES

- Organize and update email contacts and donor database
- Help develop policies and procedures, including creating new forms and systems for paper and electronic files, board records and policy books
- Archive grants materials
- Support program development activities such as planning, tracking and evaluation
- Assist with grant research, writing and reporting
- Other nonprofit administrative support activities, as requested

SKILLS & QUALIFICATIONS

- Excellent communications skills; particularly writing & speaking
- Organized and able to manage time wisely; consistent and reliable
- Proficient with Microsoft Office Suite including word processing, formatting, Excel, and web-based programs
- Experience or knowledge in policy and procedure development is helpful
- Previous grant writing experience helpful
- Willing to learn and perform a variety of tasks
- Concerned about issues of child health and wellness and public policy advocacy

School Term: Ongoing

Hours: The number of hours varies and will depend on the amount of credits desired, class scheduling and student availability. A minimum of 4 hours a week is required.

Reply to:

Laurie Trieger
Executive Director
(541) 682-4306
Email: laurie@lchay.org

PO Box 264
Eugene, OR 97440
Website:
www.lchay.org