



Fenway Community Development Corporation  
Improving Lives and Building Community

## **Healthy Habits Program Development Internship Spring 2021**

Fenway Community Development Corporation (FCDC) is a non-profit membership organization that develops affordable housing and works to achieve greater residential stability and diversity in the Fenway neighborhood through support services and programs. We engage residents of our buildings and the Fenway in community organizing and planning and advocate for services for low and moderate-income residents. We envision the Fenway as an urban village – a model of smart growth and equity in which both residential and institutional neighbors thrive.

Healthy Habits Program Development Internship:

FCDC is seeking 1 to 2 interns that can support the Healthy Habits program. The primary goal of this project is to provide access to adequate support and resources to help our community members learn small, cost-effective changes they can make daily to improve not only their long-term health, but quality of life!

### **Responsibilities:**

1. Design an outreach and engagement plan to recruit program participants for our health programming events such as exercise classes, nutrition classes, educational webinars, and more.
2. Conduct community outreach to recruit participants and promote the Healthy Habits program to community residents of Fenway and Mission Hill neighborhood by leveraging social media, online communication platforms, and collaboration with potential community partners.
3. Conducting outreach to local public health institutions, health centers and hospitals to organize virtual events
4. Work with Resident Services team to coordinate and place participants into programs and services
5. Research, design and produce health educational and informational materials and resources such as COVID-19 safety infographics, nutrition guides, exercise itineraries, and more to display on our webpage and distribute to the Fenway community
6. Assist Resident Services Team in facilitation of virtual workshops, webinars and classes
7. Document program outcomes and data in tracking system & prepare program reports

### **Qualifications:**

- Strong interest in public health and passion for community advocacy
- Strong written and oral communication skills
- Able to work with a diverse population, especially with black, indigenous & people of color communities
- Strong organizational skills, time management ability, and attention to detail
- Creative, takes initiative, is flexible, self-motivated, and a problem-solver
- Team-player

### **Strongly Encouraged:**

- Basic graphic design skills
- Networking ability
- Basic marketing skills

### **Requirements:**

- 8-10 hours/week over the course of the Spring 2021 semester (14-16 weeks)

To apply, please send a one-page cover letter, resume and two (2) references to Anar Kansara at [akansara@fenwaycdc.org](mailto:akansara@fenwaycdc.org) by February 17th, 2021. Learn more about our work at [www.fenwaycdc.org](http://www.fenwaycdc.org).