Position: Wellness Intern

Position Summary:

The part-time wellness intern will be responsible for developing, organizing, implementing, and assessing health and wellness programming for Air Wisconsin employees. This position will report to the Director of Benefit and Disability Programs and will be responsible for supporting the Employee Wellness program in the aim of developing a culture of wellness and in promoting healthy lifestyle choices for all employees.

Duties and Responsibilities:

1. Develop, organize, market, implement, and evaluate specific wellness projects, programs, or events (to be determined).
2. Promote wellness programs that will motivate employees to adopt healthy lifestyles through the development of wellness events, and informative materials such as brochures/flyers, blogs, newsletter articles, and website content to support the program mission.
3. Evaluate programs, analyze outcomes, and summarize results.
4. Attend and co-facilitate regularly scheduled employee wellness committee meetings and others as assigned.
5. Serve as an employee wellness resource person to employees.
6. Assist with entering data and maintaining records when necessary.
7. Perform additional job duties as assigned.

Qualifications, Knowledge and Skills:

- A student with senior standing, enrolled in an accredited four-year University who is successfully pursuing a degree in an appropriate discipline (such as Corporate Health Promotion, Wellness, Community Health Education, Public Health, Health Management, Exercise Science/Physiology, or closely related field of study).
- Successful candidates should be comfortable speaking in front of and leading groups of employees and soliciting participation in the program.
- Interns are expected to be highly motivated, organized, self-directed and open to feedback to insure a beneficial internship experience.
- Ability to establish a trusting rapport with employees in all levels of the organization and use appropriate discretion and confidentiality when discussing personal health related topics.
- Proficiency in Microsoft Office and Publisher. Experience with intranet/web development is a plus.
- Excellent writing, editing, and oral communication skills.