Springfield Health Check - Community Outreach Assistant

**Street Address:** 2524 Farragut Drive, Springfield, IL 62704  
**Website:** [www.springfieldhealthcheck.org](http://www.springfieldhealthcheck.org)  
**Phone number:** (217) 899-7206  
**Email Address:** springfieldhealthcheck@ymail.com  
**Agency Contact:** Anne Godman, Director Community Outreach and Development  
**How should I contact this agency?** Email  
**How should students submit cover letters and resumes?** Email

**General Description of agency or business**  
The mission of Springfield Health Check is to provide health and wellness fairs from a human resource perspective. SHC provides interactive and fun wellness fairs to address health concerns which may lead to loss of productivity, increased absences and turn-over. Springfield Health Check fairs are within business and community events, targeting health issues most impacting specific health conditions and workforce populations. Services are also provided to assist in pre-event planning and follow-up. Size of events may range from 40 to several hundred attendees with 5 to 20 providers who offer a range of screening and activities. SHC is a member of The Greater Springfield Chamber of Commerce.

**Internship or Job Description**  
-The selected candidate will provide organizational support in the preparation and execution of health and wellness fairs and services. Networking and community outreach, including event support and follow up are critical duties. Ability to update website content through content management software is beneficial. A no compete statement is required for this position.  
-Responsibilities: Assist with written and electronic communication, including website content and social media; Assist in planning and execution of health and wellness fairs; Maintain providers and hosts data bases and generate reports; Construct surveys for evaluation and follow up; Attend health fairs as a SHC representative; Research related topics  
-Required Qualifications:  
Understanding of business/professional behavior; Strong customer service skills; Strong written and verbal skills; Skilled use of electronic and social media; Available occasional weekends and evenings  
-Preferred Qualifications:  
Understanding of the basic principles of public relations; Understanding of the basic principles of human resources; Skilled use of Microsoft Office Applications- Including report building in Excel; Use of Survey Monkey; Speaking before large groups; Use of Illustrate software

**Basic student learning anticipated**  
Multiple aspects of:  
Community organizing  
Event coordination  
Public relations  
Outcome measurement  
Wellness issues from a human resource perspective

**Hours per week:** 10-20  
**Number of weeks:** 16  
**Position Available:** Fall, Spring, Summer

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March 16, 2012