



CITY OF LYNNWOOD
invites applications for the position of:

Healthy Communities Intern

The City of Lynnwood is an equal opportunity employer and strives to employ a diverse workforce reflective of the community it serves. Qualified applicants with multicultural experience and/or backgrounds are strongly encouraged to apply.

SALARY

Hourly
\$18.68 - \$22.18

OPENING DATE: 04/09/19

CLOSING DATE: Continuous

SUMMARY:

This temporary, part-time summer intern position is located in the Parks, Recreation & Cultural Arts Department at the City of Lynnwood. The ideal candidate will be enrolled in a Recreation, Leisure, Public Health, Urban Planning, Communications, Epidemiology, Statistics, or related program.

This position will represent the City and work in collaboration with staff to implement initiatives and events produced by the Healthy Communities Division and in support of the Healthy Communities Action Plan. Working hours are varied and this individual will be responsible for attending a variety of events during evening and weekend hours.

Individuals assigned to this position will assist in event mobilization, promotions, interacting with the public, and survey gathering as a Healthy Communities Program Ambassador. Individuals will also perform administrative functions such as data collection, data entry, communication and outreach with survey participants and other work that supports the Healthy Communities Team

ESSENTIAL FUNCTIONS

Includes but is not limited to such essential functions as listed below:

- Assist staff with event mobilization for park activation and other community events including moving and setting up equipment in an outdoor setting.
- On-site engagement with citizens under the direction of staff identified in the Public Participation Plan.
- Promote upcoming activities within neighborhoods including door hanging, poster displays, and setting yard signs. Specially outreach to underserved communities.
- Research, assist and/or communicate with partners, park neighbors, vendors and performers.
- Operate Microsoft Office including Word, Excel and PowerPoint and software programs appropriately. May write some original correspondence and create charts and tables.
- Perform various clerical functions including copying, filing, and distributing documents.
- Maintain department files, file, archive, and retrieve information in support of supervisory staff.
- Maintain regular attendance.

MINIMUM QUALIFICATIONS

Must be currently enrolled in a two or four-year program with an emphasis in Recreation, Leisure, Public Health, Urban Planning, Communications, Epidemiology, Statistics, or related program. Possess a valid State driver's license and a driving record acceptable to the City's insurance carrier.

ADDITIONAL INFORMATION

This is a seasonal, non-benefited position.

The City of Lynnwood is an Equal Opportunity Employer. Applicants are considered for positions without regard to race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, disability, marital status, veteran status, gender identity, or any other basis prohibited by federal, state, and local laws.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.lynnwoodwa.gov/Jobs>

OUR OFFICE IS LOCATED AT:

City of Lynnwood
PO Box 5008
Lynnwood, WA 98046-5008
425-670-5082
425 670-5000

Job #2019-00022
HEALTHY COMMUNITIES INTERN
DC

The City of Lynnwood is an equal opportunity employer and strives to employ a diverse workforce reflective of the community it serves. Qualified applicants with multicultural experience and/or backgrounds are strongly encouraged to apply.

Healthy Communities Intern Supplemental Questionnaire

* 1. Do you speak a second language? If so, please check below which second language(s) you speak. If you do not speak a second language, please check N/A.

- Spanish
- Korean
- Vietnamese
- Russian
- Ukrainian
- Arabic
- Other
- N/A

* 2. Do you possess a valid driver's license?

- Yes No

* Required Question