

POSITION DESCRIPTION

TITLE	Safe Routes to School Intern
FTE/CLASSIFICATION	.25 FTE (approx. 10 hours per week)/Non-Exempt
REPORTS TO	Safe Routes to School Sr. Operations & Evaluations Coordinator
SUPERVISES OTHERS	No
COMPENSATION	Up to \$16.26/hour
EDUCATION	High School Diploma or GED
DESCRIPTION	The Safe Routes to School Intern supports the daily operations of the Michigan Safe Routes to School (SRTS) Program. This position assists with communications, events, grants, surveys, training and outreach, and school-based bike/pedestrian infrastructure planning with the goal of increasing walking, biking, and rolling to school in communities throughout Michigan.
LOCATION	Lansing, MI

ESSENTIAL FUNCTIONS

- Enhances the outreach and knowledge of SRTS by assisting with developing and posting website content, creating content for e-newsletters, and supporting social media campaigns.
- Provides support with planning, promotion, and execution for state-wide SRTS events, including Bike and Roll to School Day and Walk and Roll to School Day.
- Works with the communication team to develop and write case studies highlighting the impact of SRTS in Michigan.
- Supports the promotional efforts of Mini and Major Grants to build awareness while working within federal grant program guidelines.
- Drafts press releases and generates event coverage by working with multiple media outlets through a variety of channels.
- Coordinates media with Michigan Fitness Foundation, and Michigan Department of Transportation for event participation with select schools.
- Participates in the Mini Grant application review and selection process and provides outreach to grant recipients for project implementation support.
- Supports the planning, promotion, materials development, and execution of training events to enhance outreach and knowledge of SRTS in schools and communities.
- Uses the SRTS survey process to develop program evaluations for events, including delivery and collection of parent surveys at schools/open houses, data entry, and analyzing data for trends and improvement opportunities.
- Assists with packaging and mailing of marketing materials.
- Supports SRTS archiving efforts to maintain historical database.
- Performs other duties and responsibilities as required or assigned.

EDUCATION/EXPERIENCE

- High School Diploma or GED.
- Currently enrolled in an undergraduate degree program with a focus on urban studies, urban and regional planning, or communications, preferred.

KNOWLEDGE/SKILLS/ABILITIES

- Excellent written communication skills, including editing, style, grammar, and proofreading.
- Strong interpersonal skills with an ability to develop and maintain positive and professional working relationships.
- Demonstrates competency in computer skills, including Microsoft Word, Microsoft Excel, PowerPoint, and virtual meeting systems.
- Advanced internet research skills.
- Demonstrates problem solving, conceptual thinking, and analytical skills.
- Excellent organizational and time management skills.
- Excellent critical thinking skills.
- Ability to work under pressure, balancing multiple responsibilities, deadlines, and changing priorities while maintaining a calm and professional demeanor.
- Ability to exercise a high degree of confidentiality, discretion, and independent judgment.
- Ability to work independently and collaboratively toward the achievement of common goals.

PHYSICAL REQUIREMENTS

- Talking – expressing or exchanging ideas by means of the spoken word to impart oral information to others accurately (1-2 hours daily).
- Hearing – perceiving the nature of sound by the ear (1-2 hours daily).
- Sitting – remain in a seated position (6-8 hours daily).
- Standing – remaining on one's feet in an upright position at a workstation without moving about (1-2 hours daily).
- Lifting – raising or lowering materials under 10 lbs. (frequently) and may require moving materials under 40 lbs. from one position to another (infrequently).
- Office Environment – general office work environment (6-8 hours daily).
- Travel – driving throughout Michigan with a valid driver's license with potential weekend and overnight stays (up to 50% annually).
- Walking – moving on one's feet for up to two miles (up to 10% annually).
- Riding a bike – remaining seated on a bike and pedaling for up to two miles (up to 5% annually).
- Outside Environment – ability to be outside in heat/cold, wet/humid, and dry/arid conditions (occasionally).

OTHER INFORMATION

- Flexible work schedule available to accommodate classes and other academic responsibilities.
- Flexible start date based on applicant availability with options to start during the summer or fall.
- Must be able to attend periodic in-state and out of state, multi-day trainings and conferences with reasonable accommodation.
- Must be able to constantly operate standard office machines, and constantly communicate with internal staff as well as external partners remotely.
- Must be able to frequently remain in a stationary position as well as move about in the course of general duties.
- Must be authorized to work in the U.S.
- Will work in usual office working conditions where noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.
- Have a valid driver's license and be able to provide proof of current, valid auto insurance (preferred but not required).
- All staff will be expected to follow mandated safety protocols to protect against COVID-19 transmission.

HOW TO APPLY

Email your cover letter, resume, and writing sample to Kendra Keyes at kkeyes@michiganfitness.org by October 15, 2024, or until a suitable candidate is identified. Include *SRTS Intern* in the subject line.

Michigan Fitness Foundation is an at-will employer. The above position description describes the position currently available and is not intended to be an employment contract. Michigan Fitness Foundation reserves the right to modify the duties or position description at any time.

Michigan Fitness Foundation provides equal employment opportunities to all applicants without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, status as a Vietnam-era or disabled veteran, or any other characteristic protected by law.