



Health Education Council (HEC) Job Description

Position: Program Intern

Date: February 12, 2021

Location: West Sacramento, CA

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Supervisor: Patricia Sanchez, Program Coordinator, psanchez@healtheducouncil.org, 916-556-3344

Position Description: This is an ideal position for interns or people who plan to volunteer for at least four months with the Health Education Council and are looking for a meaningful experience with non-profit organizations. This position can count towards internship credit hours or other school requirements. This position is primarily a virtual internship that requires interns to have a working laptop or computer and reliable internet connection. *The intern will primarily be working from their home on various virtual tasks and may be asked to participate in some in-person activities pending COVID-19 guidelines or restrictions and the level of comfort of the individual intern working in the community (with Protected Personal Equipment supplied by HEC). The intern reserves the right to decline working in the public if they at all feel their personal safety and health is at jeopardy without fear of losing their internship status.*

Prior to the pandemic, the goal of this position was to broadly support HEC's Economic Well-Being program including workshops for entrepreneurs and small business owners at the Mexican Consulate of Sacramento, help connect Mexican co-nationals to financial services in Mexico and the U.S., provide financial coaching and budgeting workshops to adults at family resource centers, and financial literacy classes to youth at school sites.

However, the goal of this position has changed due to the pandemic which caused HEC to pause our direct service programs for health-related reasons. Therefore, this position will primarily be to support various tasks for the Economic Well-Being Program. This would be a great fit for a bi-lingual student studying Business Administration or Communications.

Duties and Responsibilities:

1. Receive the Health Education Council's volunteer orientation to become familiar with its mission and activities.
2. Assist in creating and updating weekly, a word document of meal distribution sites within the counties served by the Mexican Consulate of Sacramento.
3. Assist in the production of promotional materials in Spanish & English for workshops.
4. Create content in Spanish & English to promote upcoming events for the Ventanilla de Asesoría Financiera, Passport to Adulthood, and any other events relevant to the work of the Economic Well-Being program.
5. Create excel sheets to track data of families that are being helped through the Ventanilla de Asesoría Financiera.

6. Work with HEC staff to develop surveys and collect data to identify needs and effectiveness of programming for the Latino community and business owners.
7. Conduct research to identify other banks and financial industry partners in the different counties supported by the Mexican Consulate of Sacramento.
8. Assist with technical support for Facebook Live events, zoom webinars, and other virtual activities as needed.
9. If COVID-19 restrictions are lifted on direct service programs, support workshops at the Mexican Consulate, school sites, family resource centers, etc.
10. Other duties as assigned to assist HEC program efforts.

Learning Objectives:

1. Demonstrate effective research, writing, and interpersonal communication skills.
2. Learn about financial literacy, coaching, and entrepreneurship.
3. Participate in program planning and outreach planning activities.
4. Experience small non-profit operations and program planning efforts.
5. Gain experience working with low-income Latino communities.
6. Learn about the banking and financial industry in various counties throughout California.
7. Gain experience in direct service by working with adults and youth.

Work Schedule: 4-hour shifts at minimum, minimum of 2 days each week. Work location is remote with potential to assist with in-person tasks as needed and at the comfort level of the intern.

Qualifications: All volunteers for the Health Education Council must represent themselves as non-smokers when volunteering.

1. Business administration or communications background desirable
2. Must be able to read and write in Spanish
3. Good written and oral communication skills
4. Willingness to take initiative, follow directions and work independently
5. Computer literate, familiar with Microsoft office suite
6. Mature, dependable, detail oriented
7. Detail oriented, ability to meet deadlines