



PRESIDENT'S COUNCIL ON SPORTS, FITNESS & NUTRITION

President's Council on Sports, Fitness & Nutrition Internship Opportunity

Open Application Cycle:	Spring (Deadline: December 31) Summer (Deadline: March 31) Fall (Deadline: June 30) Winter (Deadline: September 30)
Length:	12-week minimum with flexible start/end dates
Hours:	Minimum of 20 hours/week

Position Overview:

The President's Council on Sports, Fitness & Nutrition (PCSFN) offers interns the opportunity to gain valuable office, communications, and partnership development experience. Interns will work with both the Communications and Partnerships teams to promote the mission and vision of the Council.

Intern Duties Include:

- Supporting the partnership agreement process
- Assist with developing communications content for the President's Council website and social media
- Assist with coordinating and execution of events
- Tracking the media hits and activities of the Council members
- Providing general support to the President's Council office

NOTE: Each intern is expected to present a research project to the PCSFN staff at the conclusion of the internship.

Interested candidates must be enrolled in an undergraduate or graduate-level program related to public health, fitness promotion, nutrition, exercise physiology, business administration, communications, public affairs, or a similar field of study.

Desired Qualifications:

- Excellent research, writing, and communication skills
- Exceptional organizational skills, detail oriented, and able to meet deadlines and manage multiple tasks
- Self-motivated, energetic, and positive
- Proficiency with Microsoft Word, Excel, and Outlook is required
- Experience with Adobe Creative Suite is a plus

The internship is unpaid; however, candidates enrolled in a college/graduate program are eligible for credit hours at the discretion of their respective institution. The office is located in Rockville, Maryland. Please send a cover letter, detailing your availability (full- or part-time), the semester(s) in which you wish to intern, and résumé to fitness@hhs.gov with "PCSFN General Internship" in the subject line. Note that due to government paperwork and processing, we recommend students apply for their desired start date approximately 4 – 6 months in advance. For more information on PCSFN activities and programs, visit www.fitness.gov.