POSITION TITLE: HR and Business Development Intern
POSITION REPORTS TO: Human Resource Manager
START DATE: Rolling

About Fit 4 Life NYC

Fit 4 Life NYC is growing fast and we’re looking for smart, ambitious individuals to join us for the ride. We are committed to supporting schools, non-profit organizations and under-served communities in creating healthy and active environments. We accomplish this by offering an array of programs including Physical Education classes, school day and after school enrichment and fitness classes for teachers and parents.

The demand for our programs has created opportunities and we’re looking for the best and brightest to join us. In just 4 years we’ve gone from working with 1 school to 30 schools and expect to be in 50 schools by 2016.

We are looking for people who are passionate about living an active lifestyle and can embrace our PLAY WITH A PURPOSE motto. As a member of Fit 4 Life NYC, we want you to be inspired in your professional life and supported in your personal life. We want you to build your skills and grow with our family. We want you to give back to your community and to yourself.

You will have the opportunity to stand out and make a distinct impact. Our small team contributes to an environment where your work is noticed.

Job Description for Fit 4 Life NYC Human Resources and Business Development Intern

- Responsible for supporting the HR and Business Development managers in a variety of administrative duties.
- Assists HR Assistant in updating and maintaining Fit 4 Life NYC’s instructor’s master list (database)
- Help maintain and update employee records and files.
- Assists in hiring and informing new employees of Fit 4 Life NYC’s policies and programs as needed.
- Performs general office support functions and assists staff as necessary
- Maintains a clean and healthy work environment for staff
- Reports directly to the HR Manager

Administrative role in human resources (60%)

1. Assumes responsibility for effectively recording, maintaining, and reporting information.
   - Maintains office supplies and equipment for Fit 4 Life NYC instructors.
   - Ensures that employee files and records are maintained in accordance with Fit 4 Life NYC’s policies and procedures.
   - Conducts reference checks and fingerprinting process of all potential candidates and new hires.
   - Assists Human Resource Manager and HR Assistant in the hiring process, including suggesting hires, phone screenings and call backs.

2. Assumes responsibility for establishing and maintaining professional working relations with applicants, visitors, callers, and other stakeholders.
   - Receives and screens visitors and telephone calls.
   - Maintains courteous and professional relationship with all instructors and administrative staff.
   - Receives and tracks employment applications via e-mail and google docs.
   - Assists with questions and problems courteously and promptly, including payroll and timesheets.
   - Obtains and conveys information as needed.
   - Maintains and projects the Fit 4 Life NYC brand
Fit 4 Life NYC

Administrative role in marketing and business development (40%)

1. Assumes responsibility for marketing the Fit 4 Life NYC brand to potential schools, community health and non-profit organizations and community health initiatives
   - Researches and identifies potential partners that align with the vision, mission and value of Fit 4 Life NYC and the Fit 4 Life NYC brand
   - Regularly communicates with contacts at the New York City Center for Charter School to gain new leads and information on new charter schools
   - Coordinates phone and in-person meetings for Executive Director and Business Development Manager
   - Creates, maintains and regularly updates marketing database
   - Tracks marketing outreach and outcomes on a monthly basis. This includes, number of cold calls each month, number of meetings and follow-up between potential partner and Executive Director and number of leads that transitioned to a partnership
   - Designs and develops marketing material that aligns with the Fit 4 Life NYC brand. This includes but not limited to e-newsletters, post cards, thank you cards and flyers. Coordinates and attends company fitness and health events such as Teacher Fit Day
   - Assists in updating and identifying relevant content for Fit 4 Life NYC’s social media

QUALIFICATIONS
   - Associate Degree required. BA or BS preferred.
   - Effective oral and written communication skills
   - Business savvy, with one year of general business experience and/or administrative/office management, experience preferred.
   - Knowledge of Microsoft Office (Word, Excel and PowerPoint) and Google Docs.
   - Willingness to assist staff in creating a fun, fit and healthy work environment and culture.
   - Understanding of reporting and recordkeeping requirements.
   - Able to exhibit a high level of confidentiality.
   - Organized; ability to juggle multiple projects with superb accuracy; strong administrative skills.
   - Exceptional customer service skills, over the phone and in person, with our schools, instructors and vendors.
   - Accurate and attentive to detail.
   - Excellent communications and public relations abilities.
   - Able to identify and resolve problems in a timely manner.
   - Ability to assist and support others.
   - Able to work independently and in team environment
   - Able to show and take initiative.
   - Ability to lift and move light sporting goods equipment (i.e. balls, cones, etc.)

Additional Information
   - Grading if applicable
   - Minimum of 15 hours per week
   - Monthly travel stipend
   - Progress Reports and detailed feedback
   - Available to work some Saturdays and evenings during high peak season, for Fit 4 Life NYC trainings and partner fitness and health events.

Benefits
   - A rare opportunity to do good for the NYC community while undertaking a fast paced and dynamic growth opportunity
   - We encourage you to take risks and develop creative, outside-the-box solutions to impact the value of the services we offer our clients
   - Workout/Exercise attire is appropriate in the office when not seeing clients
   - Free Fit 4 Life NYC adult fitness classes when available

To APPLY: send resume info@fit4nyc.com