



Summer Internship Program May 28, 2019 - August 9, 2019 External Employer Job Description

Employer:	Fairhill Partners
Assignment Address:	12200 Fairhill Road, Cleveland OH 44120
Job Category:	Marketing/Sales/Social Media Education
Number of Openings:	1
Work Schedule/Hours:	10 hrs./week
Internship Duration:	10 weeks
Internship Dates:	May 28 – August 9, 2019

Company Profile:

Fairhill Partners is a private, nonprofit 501(c)3 organization that connects people to opportunities for lifelong learning, intergenerational relationships, and successful aging.

Services include “Take Charge of Your Health” - 5 licensed, evidence-based programs to promote health, manage chronic disease & prevent falls; a Fitness Center, Silver Sneakers & other exercise classes for older adults; Access Your Benefits, benefit enrollment center; Support Groups & Education Programs for Caregivers and Kinship Family Caregivers; Respite Program, Summer Camp & special events for Kinship Families; and Senior Guest House for first-time homeless individuals age 60+. Fairhill Partners also includes Kinship Village, an on-campus apartment & townhouses community for adults age 55+, focused on kinship families and formerly homeless older persons. In addition, Fairhill Partners has volunteer opportunities for older adults, many of whom train to be peer leaders of the evidence-based "Take Charge of Your Health" workshops.

Chronic diseases and falls are among the major causes of death and disability among people aged 60 years and older. Studies show that programs that teach people how to manage their long-lasting health condition(s) and risk factors can improve their quality of life and independence. Fairhill Partners offers “Take Charge of Your Health” programs that help people become better self-managers, stay healthier, and prevent falls. The intern will work in the health promotion area.

Job Responsibilities:

- Supporting and marketing evidence-based self-management workshops and programs to sites and participants
- Visiting sites to give presentations.
- Maintaining workshop supplies.
- Emailing workshop leaders and coaches.
- Making flyers, entering data, making phone calls, etc.
- Possibly train to be a workshop coach and/or leader.

Required Qualifications:

- Desire to help people.
- Comfortable working with older adults and very diverse group of people.
- Good communication skills - written and verbal.
- Friendly, professional manner on phone and in person.
- Computer skills - Microsoft Office Suite, email, use of Internet etc.
- Interested in learning and applying new skills.
- Comfortable talking in front of a group.

Preferred Qualifications:

- Reliable
- Flexible
- Problem-solver