



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

### **About Fit 4 Life NYC**

Are you passionate and have an interest in how Human Resources and Business Development operate in a fast-paced small business environment? At Fit 4 Life NYC, our HR/Business Development Intern will split his/her time assisting the HR Manager (60 %) and Executive Director (40%) in the day-to-day operations of the fitness education based business, while gaining valuable experience in HR and Business Administration.

**Fit 4 Life NYC is looking for a smart, ambitious intern to join us.** We are committed to supporting schools, non-profit and community health organizations in under-served communities in creating healthy and active environments. We accomplish this by offering an array of programs including Physical Fitness classes, school day and after school sports, enrichment and fitness classes for youth, teachers, educators and professionals.

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 will be noticed.

### **Fit 4 Life NYC HR and Business Administration Intern**

- Responsible for supporting the Executive Director and Managers in a variety of administrative duties.
- Assists HR Department in updating and maintaining Fit 4 Life NYC's instructor's master list (database)
- Helps maintain and update employee records and files.
- Performs general office support functions and assists Fit 4 Life NYC staff as necessary
- Provides Executive Director in business administrative tasks such as mass mailings, social media and business research and development
- 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.
  - Obtains and conveys information as needed.



***Administrative role in business administration and development (40%)***

***1. Assist in the marketing of the Fit 4 Life NYC brand to potential schools, community health and non-profit organizations in underserved communities***

- 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
- Coordinates phone and in-person meetings for Executive Director Program 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
- Assists in updating and identifying relevant content for Fit 4 Life NYC's social media

**QUALIFICATIONS**

- Must be enrolled in an Associates or Bachelors program
- Excellent oral and written communication skills
- Willingness and ability to learn the day-to-operations of a small fitness and health business
- 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.
- 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
- \$200 stipend given at the completion of the internships
- Available to work some Saturdays and evenings at Fit 4 Life NYC trainings and partner fitness and health events
- Internal trainings and professional development around our Play With A Purpose model, classroom management and youth development

**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