



The Wellness Center at the Homeless Prenatal Program seeks to benefit pregnant and parenting women, and by extension their children and families, by providing non-judgmental, culturally competent wellness services that are free and accessible to low-income families.

Title: Health Fair Summer Intern

Summary:

Homeless Prenatal Program hosts an annual Health Fair which serves to connect the wider community with services at HPP and partner organizations. In 2017, approximately 200 people participated in the Health Fair, and were connected to important services in the area. The intern in this position will serve as the primary organizer, in collaboration with the Wellness Team, of the 2018 Health Fair.

Responsibilities:

With the support of Wellness staff and Wellness manager,

- Work with Wellness Center and other staff to develop a vision for the 2018 Health Fair program, details from previous years health fairs available for review
- Use an inclusive team process to seek feedback on new ideas for implementation
- Network with community partners to identify and confirm participants
- Order necessary supplies
- Create logistics plans for running the event, including delegating tasks to staff and organizing staff roles
- Create new attendance document capturing attendees, client status, children, and children's ages
- Document all stages of planning process
- Enter attendance data into database for tracking purposes
- Develop recommendations for following year based on what you learn

Educational Enrichment

Working in the Wellness Center offers many opportunities for educational enrichment, including:

- Learning about 1-on-1 pregnancy support from our pregnancy engagement specialists during their outreach calls
- Learning about group facilitation and health education by shadowing one of the Wellness weekly groups (prenatal class, knowing your baby class, or breastfeeding class)

Qualifications:

- Required:
 - Excellent organizational skills
 - Able to perform detail oriented work
 - Strong communication skills, particularly over the phone and over email
 - Excellent teamwork skills
- Preferred:
 - Event planning experience
 - Experience working in diverse communities

Physical Requirements: This position may require moderate lifting.

Work Environment: Fast-paced, multi-cultural, collaborative work environment

Hours: part-time/full-time summer internship

Salary: un-paid internship

About HPP:

The Homeless Prenatal Program (HPP) believes every family wants to deliver healthy babies and raise healthy children in a stable and nurturing home. Seizing the motivational opportunity created by pregnancy and parenthood, HPP partners with families to help them recognize their strengths and trust in their own capacity to transform their lives. At the heart of our program is non-judgmental, supportive case management provided by Family Case Managers, the majority of whom were once HPP clients themselves. As the first agency in San Francisco to hire and promote former clients as employees, HPP is unique in that the community it serves has – from the organization’s inception in 1989 – guided its growth and evolution. HPP serves over 3,500 clients per year through supportive, holistic programs including: Prenatal Classes and Support Group, Mental Health Services, Childcare Center, Housing Assistance, Low Income Tax Center, Emergency Services and Case Management.