

Kimberly-Clark Health Services

Internship



Title: Corporate Health & Wellness Intern
Department: Kimberly-Clark Health Services
Reports to: Health & Wellness Manager (Internship Coordinator)
Date: 2016

A. Position Overview

The full-time corporate health & wellness intern will be responsible for developing, organizing, implementing, and assessing health and wellness programming for Kimberly-Clark Corporation employees, spouses and retirees. This position will be responsible for supporting the Health Services mission to empower employees to take charge of their health and well-being at work, home and in the community.

B. Essential Functions

Establish, promote, execute, and evaluate health & wellness programming to meet the needs and interests of Kimberly-Clark Corporation. Collaborate with current health & wellness committees and diversity groups within Kimberly-Clark Corporation to provide wellness initiatives and support.

C. Duties and Responsibilities

- Implement objectives outlined by the Health Services operating plan, including programs and initiatives aimed at encouraging stress management, physical activity, healthy eating, and preventative health practices.
- Market and promote programs through the development of flyers, newsletters, Facebook page, and internal website content.
- Observe, facilitate and collaborate with the Exercise Facility for group exercise classes, equipment orientations, and day to day operations.
- Work with special populations to provide the best health and wellness services possible.
- Design, implement, and evaluate health promotion programs in conjunction with internship coordinator and exercise facility staff.
- Attend wellness meetings at Kimberly-Clark Corporation
- Plan and promote events to bring new ideas into K-C's innovative culture, and assist with improving the Livewell Program.

D. Qualifications

- A student with senior standing, enrolled in an accredited four year University who is successfully pursuing a degree in an appropriate discipline (such as Corporate Health Promotion, Wellness, Exercise Science/Kinesiology, or closely related field of study)
- CPR/AED/First-Aid required
- CHES and/or ACSM certification preferred (willingness to complete by end of internship)
- Proficiency in Microsoft Office (Publisher, PowerPoint, Outlook)
- Excellent writing, editing, and oral communication skills

E. Additional Opportunities

- Part-time lifeguard and group exercise instructor positions are available upon completion of required certifications.
- Professional development opportunities and study materials for certifications will be available upon completion/success of internship (determined by internship coordinator).
- Show initiative in your own personal development

To apply for this position, please contact:

Stephanie Pereira da Silva, MS, CHES
Health & Wellness Manager
2100 Winchester Road
Neenah, Wisconsin 54956
(920) 721-4110 or Stephanie.pereiradasilva@kcc.com

To learn more about the Kimberly-Clark Health Services Internship:
<https://www.youtube.com/watch?v=5mT5LJYaDXc>