

Population Health Intern - Job Description

Role Objectives

Support the Executive VP of Benefits, Population Health Manager, and Benefits teams in executing the goals and objectives of Moreton & Company within the department. The primary duties of this role center are the support of our clients' population health and wellness event planning; onsite screenings, and health fairs. The Population Health Department offers industry unique services that can play key roles in acquiring and retaining new and current clientele. This role offers opportunities for advancement.

Preferred Qualifications

- Recent graduate or current college/university student in a health & wellness, health education, public health etc. related major/program of study
- Have a reliable vehicle

Essential Duties

- Department Support
 - Maintain tracking sheets for events
 - Assist in maintaining community partner relationships and vetting of new no cost/low cost community partners and resources
 - Various administrative tasks including scheduling meetings
 - Organize and track wellness supply needs
 - Develop/improve wellness activities and displays
 - Other responsibilities as assigned
- Internal Support
 - Attend internal team meetings
 - Bring ideas and collaborate with team
 - Newsletter preparation
 - Assist Coordinator with article research for newsletter
- Client Support
 - Health Fair Coordination
 - Work with team to develop/improve wellness content for health fairs
 - Attend planning meetings with client (prepared with last year's plan plus new ideas where appropriate)
 - Research new vendor resources as requested by client
 - Send out vendor/resource invites, collect confirmations and organize raffles
 - Communicate event status regularly with all those involved (Producers/Account Managers, Client Contacts, Vendors, and Population Health Team)
 - Attend events (set-up and clean-up included)
 - Engage with group and vendors appropriately
 - Marketing Materials for Client Events
 - Responsible for communicating client marketing needs to team
 - Delivery of materials to clients as needed.
- Special Duties
 - Work with Moreton's HR on Moreton's wellness initiatives
 - Play a role in Moreton's Party/Culture Committee
 - Assist in vetting event related vendors
 - Provide special project support as needed