



PRESIDENT'S COUNCIL ON FITNESS, SPORTS & NUTRITION

President's Council on Fitness, Sports & Nutrition Archival History Internship Opportunity

Term: Spring, Summer, or Fall
Length: 12-week minimum with flexible start/end dates
Hours: Minimum of 20 hours/week

Position Overview:

The President's Council on Fitness, Sports & Nutrition (PCFSN) seeks to preserve and promote the understanding of the 60-year history of the Council. This internship position will assist the Archival History project team leader by performing primary source research. Additionally, the position provides unique access to educational materials across the fields of fitness, sports, and nutrition, for retrieval from and submission to the National Archives and Records Administration and Presidential Libraries.

Intern Duties Include:

- Researching PCFSN's historic programs, initiatives, and publications
- Processing and maintaining a database of PCFSN historic materials
- Assist with developing historical content for the President's Council website and social media
- Providing general support to the President's Council office

NOTE: A semester-long research project will be presented to the PCFSN staff at the conclusion of the internship.

Interested candidates must be enrolled in an undergraduate program or graduate-level program related to history, archival studies, library science, communications or related fields requiring strong research and writing skills.

Desired Qualifications:

- Excellent research, writing and communication skills
- Exceptional organizational skills, detail oriented, and able to meet deadlines and manage multiple tasks
- Self-motivated, energetic, and positive
- Proficiency with Microsoft Word, Excel, and Outlook is required; Experience with Adobe Creative Suite is a plus

The internship is unpaid; however, candidates enrolled in a college/graduate program are eligible for credit hours at the discretion of their respective institution. The office is located in Rockville, Maryland, which is accessible by car, bus and the Red Line on the Washington, DC, Metro system. Please send a cover letter, detailing your availability (full- or part-time), and resume to fitness@hhs.gov with "PCFSN Archival History Internship" in the subject line. For more information on PCFSN activities and programs, call (240) 276-9567 or visit <http://fitness.gov/>.

About the President's Council:

PCFSN was created in 1956 by President Dwight D. Eisenhower as the President's Council on Youth Fitness, and over the years has evolved into what is currently known as the President's Council on Fitness, Sports and Nutrition. The President's Council's mission is to engage, educate, and empower all Americans to adopt a healthy lifestyle that includes regular physical activity and good nutrition.