

## Internship Opportunity (Ongoing)

**Title:** Communications & Marketing Intern

**Reports to:** Marketing and Communications Manager

**Description:** The Communications Intern will be an integral member of the advancement team for the duration of his or her placement, directly supporting and engaging in the implementation of a strategic integrated communications plan. The intern will work closely with internal and external constituents to identify communications objectives, collect and share stories and support the goals of the organization as a whole.

Interns receiving school credit for participation in an internship are preferred, as the placement is unpaid (though a small stipend is available for transportation costs). Hours are flexible with at least 16 hours per week in the office required for a minimum of eight weeks. Interns will work with a great team in a unique, dynamic office environment and will have significant opportunity to take ownership of projects to build portfolio and gain important professional skills.

### RESPONSIBILITIES

- ➔ Work with the marketing and communications manager to identify one to two overarching projects to own and champion relating to strategic communications. (Examples could include: Implementation of story collection tools/storytelling program among humanitarian aid recipients; development of social media strategy; development of community outreach programming to various local groups; etc.)
- ➔ Assist with media monitoring and social media analytics as well as other essential tracking and administrative tasks relating to communications.
- ➔ Assist with writing and editing of press releases, fact sheets, newsletter stories and web content.

### REQUIREMENTS

- ➔ College student with at least sophomore standing majoring in journalism, public relations, English, communications or a related field.
- ➔ Strong written and oral communication skills with outgoing and patient demeanor.
- ➔ Strong ability to take initiative, identify and cultivate opportunities for professional growth, and ability to provide and receive constructive criticism.
- ➔ Strong computer and online skills including Microsoft Office, social media, online research and database management.
- ➔ Must be organized, reliable and flexible with ability to work well independently and within a dynamic and energetic team.
- ➔ Must be detail-oriented and committed to consistency and quality.
- ➔ Must be committed to learning about the mission and operations of the organization and working with staff and volunteers at all levels to gain perspective on what we do and why.

Please submit resume, cover letter and two writing samples to Reanna Karousis at [rkarousis@medwish.org](mailto:rkarousis@medwish.org).