POSITION DESCRIPTION

Position Title: Communications & Marketing Intern
Division: Communications
Reports to: Communications & Marketing Manager
Status: Internship (Unpaid)

General Summary:
Alzheimer's Orange County is seeking a dynamic and experienced individual to support its communications department. This internship is an excellent opportunity to experience various aspects of communications while working for a well-established nonprofit organization.

Essential Job Functions
- Support to the Communications & Marketing Manager
- Support AOC's social media presence, including drafting content calendars, monitoring channels, scheduling and posting across various channels, and recording weekly analytics
- Assist in planning, writing and managing organization's e-communications (e-blasts and e-newsletters)
- Design flyers, graphics and other marketing material as needed
- Collaborate with Communications & Marketing Manager on new ideas, directions and tools for organization communications
- And other tasks as needed

Minimum Requirements:
- Completed or working toward a Bachelor degree, preferably in a related field (e.g. Marketing, Communications, English, Journalism, Public Relations or Advertising)
- Possess excellent writing skills
- Ability to work independently and with a team
- Possess basic graphic design knowledge (basic proficiency in Adobe Photoshop and InDesign highly desired)
- Possess understanding of basic marketing and PR principles
- Knowledge of HTML and content management systems (e.g. Wordpress) a plus
- Excellent management skills, computer skills and effective interaction with people at all levels
- Ability to represent the Alzheimer's Orange County in a professional manner
- Ability to travel as needed to perform job duties
- Ability to occasionally work evenings and weekends