

POSITION DESCRIPTION

Position Title: Communications & Marketing Intern

Division: Communications

Reports to: Director of Communications

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

- Develop content and provide writing support for promotional materials including electronic newsletters, web site, social media, press releases and blog
- Log and track organization's print activities
- Log and track organization's PR activities
- Submit organization's events to community calendars (digital and print) and track
- Design flyers, graphics and other marketing material
- 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
- Ability to represent the Alzheimer's Orange County in a professional manner
- Ability to travel as needed to perform job duties
- Ability to work evenings and weekends

To apply, please review the qualifications listed. If you meet the qualifications, please submit the following:

1. **Cover letter that tells us how your education and experience fits with the job description and requirements and why you want to work for Alzheimer's Orange County.**

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