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, website, social media, and blog  
• Log and track organization’s print activities  
• Log and track organization’s PR activities  
• Conduct research and collect analytics related to our marketing activities and content  
• Design flyers, graphics and other marketing materials  
• 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, InDesign and Canva highly desired)  
• Possess understanding of basic marketing and PR principles  
• Knowledge of content management systems, Hootsuite and basic video production/photography skills a plus  
• Ability to represent the Alzheimer’s Orange County in a professional manner  
• Ability to travel as needed to perform job duties

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.  
2) A link to or a copy of a writing sample(s) preferred