

## 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, 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**