**Social Media & Marketing Internship (Unpaid)**

**Purpose of Position**

The intern will provide communications and marketing support to the RMHCCIN Development & Marketing Team and report to the Marketing & Design Specialist.

**Responsibilities**

The intern will work closely with the Development staff on a variety of projects including:

* Assist with content strategy and creation for the House’s social media networks.
* Assist with producing/editing videos for House’s social media networks.
* Organize and archive photos on RMHCCIN internal server.
* Interview families and create content to share in print and online communications.
* Write articles for in-house magazine.
* Design promotional house flyers and other collateral as needed.
* Assist with production of e-mail marketing efforts.
* Assist with special events as needed.

**Commitment**

Spring 2022 – January to May. This position involves approximately 15-20 hours of work a week.

**Qualifications**

* Experience with social media management.
* Experience with news writing and editing.
* Excellent written and verbal skills.
* Knowledge of the Adobe Creative Suite a plus.
* Must have completed at least two years of undergraduate study.
* Concentrations of study may include marketing, PR, journalism, communications or a related field.

**Please submit your application, resume, cover letter, and two writing samples to:**

Mary Friend, Volunteer Resources Manager – mfriend@rmhccin.org