



# Non-Profit Communications & Marketing Internship

Internship Description: Partners for World Health is looking for undergraduate, graduate students or recent graduates who have excellent oral and written skills, are able to communicate effectively, are well organized, able to work independently, have a positive attitude, and enjoy collaborating with a team in a dynamic work environment.

The internship program is designed to provide students with an educational experience that complements their academic studies. Interns will have an opportunity to participate in the daily work and operations of a non profit from a communications standpoint.

## **Responsibilities include:**

- Update and maintain our blog
- Create and post new content to all social media platforms (Facebook, Instagram, Twitter, LinkedIn) relating to our in person and virtual events, container programs, and various fundraisers.
- Support in the development and maintenance of all print and electronic collateral including, but not limited to, newsletters, brochures, email blasts, and blog posts.
- Support all press initiatives including press release writing, editing and media relations as needed.
- Assist in developing virtual and direct appeals
- Edit various videos

## **Qualifications:**

- Undergraduate, graduate students or recent graduates
- Strong grasp of social media (Facebook, Instagram, Twitter, LinkedIn)
- Strong written and verbal communication
- Attention to detail
- Ability to multitask in a fast-paced environment
- Experience with graphic design software, such as Canva
- Experience working in WIX or comparable web programs



- Well-organized, with a demonstrated ability to proactively complete tasks with minimal supervision
- Ability to coordinate and prioritize multiple projects simultaneously
- Strong work ethic and commitment to at least 16 hours per week
- Passion for the PWH mission

### **Commitment:**

The internship runs from late **August - December** and late **January - May** (dates are flexible according to your term schedule).

Part-time (minimum of 16 hours/week) or Full-time (maximum of 40 hours/week), Tuesday through Saturday.

This is an unpaid, in-person, internship located at **40 Walch Drive, Portland, Maine.**

### **Application:**

Applications are considered on a rolling basis. Apply early for best consideration!

PWH is happy to discuss with students looking to fulfill their practicum requirements.

To apply: Submit a **cover letter** and **resume** to Kali Focht ([kali@partnersforworldhealth.org](mailto:kali@partnersforworldhealth.org))