

TITLE: Marketing and Communications Intern Job Description**LOB: Campus – GME****GENERAL SUMMARY OF DUTIES:**

The Marketing and Communications Intern will be responsible for supporting all assigned department initiatives. He or she will provide assistance in the development and maintenance of brand awareness/promotion.

SUPERVISOR: Outreach Coordinator or other assigned colleague**DUTIES INCLUDE BUT NOT LIMITED TO:**

- Develop communications/marketing goals
- Assist in planning, researching and posting on social media platforms
- Inform organizational brand strategy
- Write and design marketing materials
- Maintain the organization's online presence
- Draft press releases, reports, & e-newsletters
- Assist in event planning and execution

WORK SCHEDULE

During the semester, flexible hours will be arranged with the student's schedule, with a minimum commitment of 8 hours per week. These hours will fall within the regular business hours of 9 a.m. – 5 p.m.

SALARY/COURSE CREDIT

This is an unpaid internship. We will work with your school to meet the requirements for receiving academic intern/externship credit if possible. The student is responsible for securing and coordinating all information to obtain academic credit.

EDUCATION

- Actively pursuing a 4-year college degree in marketing, communications or a closely related field

KNOWLEDGE, SKILLS AND ABILITIES

- A motivated professional with experience in social media, promotions, and creative content
- Knowledge and interest of the Healthcare Industry



Physician Services
Group

- Possess excellent written and oral communication skills – experience with editing/proofreading is a plus
- Strong project management skills with attention to detail

- Positive attitude, proactive mentality, responsive and strong work ethic
- Ability to work with aggressive timelines
- Fluency with Microsoft PowerPoint, Word and Excel

SIGNATURE

My signature below acknowledges that I have read the above job description and agree that I can perform the responsibilities and meet the requirements as presented. I understand this job description provides a general outline of job responsibilities and requirements and is not intended to be allinclusive. I also understand that job responsibilities and requirements may change at any given time based on organizational or department needs.

Signature

Date