



Communications Intern

Reports to: Director, Communications & Development		
Level/Grade Support	Type of Position Part-time	Hours/Week 10-15 hours/week; non-exempt
GENERAL DESCRIPTION		
<p>The Health Collaborative Communication Internship is an excellent opportunity to learn and experience various areas of communications efforts in a nonprofit environment. The Communications Intern will assist the communications team, working independently and within the team to assist with organizational communications, content development and special projects as assigned.</p>		
JOB RESPONSIBILITIES		
<ul style="list-style-type: none"> • Update website and other communications materials as needed. • Assist with creation/management of content calendars. • Provide input for creative marketing strategies and social media campaigns. • Collaborate with staff on new ideas and tools for communications strategies. • Assist with miscellaneous projects and administrative tasks. • Performs other duties as assigned. 		
POSITION REQUIREMENTS		
<ul style="list-style-type: none"> • Prior experience in marketing or communications preferred • Must be proficient in Microsoft Office • Must have strong organizational skills • Must have excellent multi-tasking skills • Must be a detailed-oriented individual • Must have excellent interpersonal skills • Must have excellent communications skills, both verbal and written • Must be able to perform these essential functions with or without reasonable accommodation: <ul style="list-style-type: none"> ▪ Remain in a stationary position approximately 75% of the time. ▪ Frequently spend long hours in front of a computer screen (approximately 75% of the time). ▪ Exert up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including the human body. 		
EDUCATION/CERTIFICATION REQUIREMENTS		
<ul style="list-style-type: none"> • HS degree or equivalent • Must have completed or working towards a degree in communications or a related field 		
OTHER INFORMATION		
Pay range: \$13.00-\$15.00/hour		
APPROVED BY S. Schmitt, Director of Communications & Development DATE POSTED 3/26/2021		

Disclaimer: Nothing in this job description restricts the company's right to assign responsibilities to this job at any time as critical features of this job are subject to change any time.

The Health Collaborative is a non-profit healthcare improvement organization located in Cincinnati, Ohio. Our mission is to lead data-driven advancements that result in healthier people, better care, and lower costs for ALL in the region.

Our team is dedicated to developing innovative ideas into initiatives that solve some of healthcare's toughest challenges.

We strive to hire diverse talent and leadership to ensure equity and inclusion are at the center of our daily work. At The Health Collaborative, you'll work collaboratively and across functions with the highest-caliber talent, applying cutting-edge technology and processes to address real-world issues in health and healthcare. Our work with major area hospital systems, regional employers, social service organizations, foundations, and many more will position you - alongside leaders throughout Greater Cincinnati and Northern Kentucky - on the cutting edge of healthcare innovation.