

## **Engagement Team Communications Intern**

Innovations in Healthcare is looking for an energetic and creative communications intern to bring ideas and assist with material development for the Engagement Team. The Engagement Team sits at the heart of Innovations in Healthcare by sourcing new innovator organizations to join the network, onboard them, and keep in communication with them (and all other cohorts) throughout the year. You'll start off at 40 hours a week during the summer and transition to 15-20 hours a week after the start of the academic year.

### **Responsibilities may include, but are not limited to:**

- Providing ideas for the 2020 innovator cohort sourcing plan marketing which may include an email campaign, social media campaign, mailings, and other outreach tactics as needed
- Maintain innovator photo inventory and work to collect photo consent forms for all innovators
- Maintaining contact lists and tracker documents for all innovators and their engagement manager assignments
- Building and sending the weekly innovator roundup email via Mailchimp
- Creating emails in Mailchimp as needed for innovator community list
- Managing innovator marketing requests and distributing as appropriate
- Posting content to social media platforms (Facebook, Twitter, and LinkedIn) related to innovator news and announcements
- Other needs as they arise

### **Qualifications:**

- Team player and proactive attitude
- Motivated and has a willingness to learn
- Excellent writing and editing skills
- Basic knowledge of design fundamentals and principles
- 2+ years in communications work
- Experience with the Adobe Creative Suite is encouraged (emphasis on Illustrator and Photoshop)
- Basic knowledge of HTML
- Experience with Powerpoint and Mailchimp is a plus

**Background Information:**

- The internship is an unpaid experiential learning opportunity. Academic credit is available upon request but must be coordinated by the student in advance of the semester.
- Other benefits include 1:1 mentorship from your supervisor, participation in our learner engagement cohort program, and team building activities throughout the year.