The Center for Family Health & Education (CFHE), is seeking a part-time Marketing & Communications Intern to join a growing department. The Intern will play a vital role in providing strategic communication and marketing assistance and will work directly with the Head of Marketing & Communications to ensure successful execution of communications programs and tactics.

Key responsibilities include supporting various marketing campaigns; helping to develop and manage Center’s social media accounts; and helping to design and develop a newsletter that will be sent to Center employees.

The ideal candidate will work 15-20 hours per week and must demonstrate a strong work ethic, show initiative, and possess a passion for marketing and public relations. As such, the communications intern will support the design of print and online materials. The intern may also help with advertising and fundraising activates, as needed.

Compensation: College credit only

**Essential Duties and Responsibilities** include, but not limited to, the following:

*Public/Media Relations:*

* Write and distribute news releases to local press
* Internal communications projects
* Assist with media relations outreach for special events/programs
* Create and update media contact list
* Work with other Center staff, as needed, to promote programs and services, ensuring consistency, timely and effective communication; and
* Develop, produce and distribute information necessary to promote events.

*Digital/Marketing:*

* Assist with website content creation and updates;
* Assist with social media efforts (Facebook, Twitter, Instagram, YouTube and others);
* Assist with marketing messaging (website, offerings, marketing materials, etc.); and
* Google Analytics metric tracking.

*Special Events:*

* Create and execute marketing and communications plans for events;
* Coordinate and provide support on community outreach projects;
* Assist with marketing research projects.

**Qualification Requirement(s):**

* Currently enrolled in an undergraduate or graduate degree program at an accredited college or university;
* Junior or senior level college student, preferred but not required;
* Strong verbal and written communication skills;
* Self-motivated and organized;
* Knowledge of digital marketing with emphasis on Social Media;
* Medical, healthcare, wellness or non-profit experience a plus;
* Ability to work with volunteers, staff and community members to support successful programs and teams;
* Ability to prioritize and manage multiple priorities;
* Valid Driver's license; and
* Bilingual Spanish skills a plus.

**Contact:**

Please send your cover letter and resume to Norma Hernandez, Director of Marketing & Communications via email: [nhernandez@cffhae.org](mailto:nhernandez@cffhae.org). For further information, you may call 818-660-1877.