

Florida Community Health Centers, Inc. is seeking an enthusiastic, creative and dependable marketing/public relations intern to join our team!

Please feel free to share this exciting opportunity with friends, family and colleagues.

In this position, an Intern will collaborate with our Program Development Department located in West Palm Beach.

Work will include developing, growing and expanding our marketing channels through social media outreach, press releases and strategic planning.

Marketing/Public Relations Intern Duties and Responsibilities

- **Support team in daily administrative tasks.**
- **Assist with marketing and advertising promotional activities. (e.g. Social media, direct mail, web.)**
- **Help distribute marketing materials.**
- **Assist in the creation of brochures, flyers, email campaigns and social media content.**
- **Develop new social media campaigns, considering current and planned promotional activities.**
- **Write press releases and other materials.**
- **Assist with maintaining local media database.**
- **Assist with proofing written materials for style, grammar, etc.**
- **Assist with planning and executing special events, if needed.**

Requirements

- **Strong desire to learn along with professional drive.**
- **Solid understanding of different social media networks.**
- **Excellent verbal and communication skills.**
- **Knowledge of Adobe Software such as Photoshop and InDesign, etc.**
- **Attention to detail**
- **Must be currently enrolled in B.S. program at a College/University.**

Major

- **Public Relations, Marketing, Communication, Journalism or related major.**

Important Information

Job type: Part-time (20 hrs.)

Job length: 10 – 14 weeks

Reports to: Program Development Assistant

Academic credit: Yes

Compensation: No

Please note: Florida Community Health Centers, Inc. is an equal opportunity employer/drug free work place.

Anyone interested in applying for the summer internship should send their cover letter and resume with a writing sample and a creative sample to jrodriguez@fhcinc.org by close of business Friday, April 13, 2018.

Florida Community Health Centers, Inc. is a private, non-profit, tax exempt 501(c) 3, consumer directed corporation which is designated as a Federally Qualified Health Center (FQHC), is accredited by the Joint Commission (JC), and has received Level III Patient Centered Medical Home (PCMH) recognition at each of its primary care sites by the National Committee on Quality Assurance.

Molly Ferguson

Director of Program Development

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