



## Internship: Social Media/Marketing

*Assist with a range of marketing initiatives within the organization*

Hartville Migrant Council, Inc. (HMC), is a non-profit organization providing health and education services for the local migrant community. Internships will offer experience serving the economically disadvantaged and medically vulnerable workers and their families. The intern who fills this position should expect to learn about the public service field from many aspects and will complete this program ready with hands on experience helping individuals and families in need. It's essential that applicants to this position have strong communication skills, demonstrate creativity, and understand the importance of attending to even the smallest details.

### Responsibilities

- Update and maintain organization website weekly
- Create and distribute infographics, videos and announcements on social media and website
- Create a social media posting schedule and write captions for social media posts
- Utilize clinic communication outlets for program announcements, alerts and scheduling adjustments
- Track and report analytics monthly for all social media outlets and website
- Maintain clinic and program announcements through flyers, postings and various community communication systems
- Maintain monthly clinic/program calendar for print and website posting

### Requirements

- Serve 20 hours per week from May through August, flexible schedule
- Strong oral and written communication skills
- Proficient with social media platforms
- Knowledge of Care Message and What's App preferred

### Benefits

- Hands on experience working directly with families of underserved population
- Shadowing, mentoring, and training opportunities with skilled professionals
- Opportunity to participate in local events and meetings

### Contact

For more information, email the Director of Services at [HMCServiceCoord@gmail.com](mailto:HMCServiceCoord@gmail.com) , use the internship title (top right corner) for your subject line.