



Marketing and Communications Intern

Action Wellness is committed to helping people living with chronic diseases. We provide medical case management, health screenings including HIV testing, treatment as prevention, prevention education, supportive housing and volunteer services. Continuing our legacy of offering support and myriad services for individuals living with HIV/AIDS, our board of directors, staff and volunteers work together to sustain and enhance the quality of life for the diverse community we serve.

Based in our headquarters in Center City Philadelphia, the Marketing and Communications Intern will assist the Action Wellness Development and Communications team in media and fundraising related activities.

Responsibilities include:

- Social media strategy/posting and building the organization's visual media database
- Assisting staff with planning and executing fundraising special events ([Glamsino](#), [Dining Out For Life](#)), including, but not limited to, creation of event materials, researching sponsors, social media and other online promotions
- Other duties as assigned

An ideal candidate must:

- Be responsible, flexible, hard-working, ethical and committed to the mission of Action Wellness
- Possess solid oral and written communication skills
- Be proficient using Microsoft Office applications and social media outlets
- Ability to use Salesforce, In-Design, Photoshop, video editing software a plus

Time commitment: Action Wellness is seeking an intern who can work **8 to 10 hours per week, from September to December**. Flexible schedule available. Certain projects will allow intern to occasionally work from home.

Compensation: This is an unpaid position for school credit if allowed by the college/ university of applicant. Position offers an excellent opportunity to work on substantive projects, learn fundraising techniques, social media strategy and can result in a great reference.

To apply: Qualified candidates, please submit a cover letter and resume with "Development Intern" in the subject line to Holly Keefe at hkeefe@ActionWellness.org.

Fall 2018 Internship Tasks

Year End Fundraising Appeal

- social media to complement campaign
- make sure all email sign up lists we get from any events attended are on salesforce
- help stuff envelopes

Glamsino fundraising event Feb 2019

- Solicit silent auction donations
- put event on online calendars

Dining Out For Life April 2019

- enter contracts on Salesforce database
- create short videos for Facebook
- assemble materials for soliciting restaurants
- put event on online calendars
- facebook/twitter/instagram "friend" all of our restaurants
- Ambassador renewal follow up calls
- Assist with updating Ambassador Training/Source new vehicle for uploading online

AIDS Walk Oct 2, 2018

- social media before and during event

World AIDS Day Dec 1, 2018

- Help create social media content for World AIDS Day.
- Help record & edit videos for World AIDS Day social media.

Grants

- Research potential foundations using Grant Station, Foundation Center, and GuideStar
- Stewardship - Merge/Mail – Fall Stewardship Report mailing
- Sales Force -Uploading grant documents, update foundation contacts, add new foundations

General

- stuff envelopes
- Social media – stock pile general posts
- Salesforce – enter weekly donations, etc.
- other duties as assigned