

Job Description: Communications Intern

The Association for Healthcare Philanthropy (AHP) is the leading authority in standards, knowledge and leadership in healthcare philanthropy. AHP is an international professional organization dedicated exclusively to developing the men and women who encourage charity in North America's health care organizations. For more information, please visit www.ahp.org.

Position: Communications Intern

Description:

AHP seeks a dynamic self-starter to assist communications and marketing efforts for the association. This internship is an excellent opportunity to experience various aspects of communications and marketing while working for a nonprofit organization.

Responsibilities:

Assist in writing, editing and sending out member communications regarding AHP conferences and other educational programs. Possible special projects involving social media, research, writing, video editing, or others as assigned.

Qualifications:

- Must be working toward a college degree, preferably in a related field (e.g., Journalism, English, Marketing/Communications, Advertising or Public Relations).
- Prior internship experience in a related field preferred but not required.
- An understanding of the basic principles of communications, public relations and/or marketing.
- Microsoft Office experience required; knowledge of relevant specialized programs such as graphic design, video editing, or desktop publishing preferred but not required.
- Excellent written and oral communication and interpersonal skills; meticulous attention to detail.

Hours:

Starting in August 2018, the intern will work 15-20 hours per week through December 2018. Specific start and end dates are flexible.

Compensation:

\$10 per hour.

Location:

Arlington, VA (Crystal City)

To Apply: Qualified candidates should send **resume** and **cover letter** (be sure to clarify availability) to bob@ahp.org with *AHP Fall Communications Intern* in the subject line no later than July 25, 2018. Applications without the required skills and experience will not be considered. NO PHONE CALLS PLEASE.

Management reserves the right to review and revise this document at any time. This document represents a description of intended job content, and should not be construed in any way to be a contract of employment.