

## Job Description

### Position Title

Marketing and Communications Intern

### Exempt/Non-exempt

Non-exempt

### Reporting to

Creative Director

### Organizational Overview

The Joe Andruzzi Foundation (JAF) serves New England cancer patients who are experiencing financial and emotional stress due to a cancer diagnosis. Cancer-driven income loss and rising out-of-pocket costs can leave families laboring to cover their everyday needs. Research has linked this economic strain, known as Financial Toxicity, to poorer health outcomes. Because bills cannot be left unpaid due to a diagnosis, the JAF Programs help alleviate financial stress by assisting with rent, mortgage payments, utilities, food, and other essential household expenses, so that patients and their families can focus on accessing cancer care and the fight to recover.

### Position Summary

The Marketing and Communications Intern will gain experience in building internal/external relationships with the community, agency, and media partners. The intern will also gain experience in professional writing and graphic design/photography. This position reports directly to the Creative Director. The primary responsibility of the Marketing and Communications Intern is to support the promotion of organizational events and ongoing communication with donors, media partners and staff. Other duties may also be assigned as needed.

## The Marketing and Communications Intern will have a broad range of responsibilities, including but not limited to the following:

- Uses client stories from funded programs to develop articles that will be used in stakeholder newsletter and organization's website.
- Gather relevant information for press releases for events and announcements to be shared with external PR firm.
- Conduct interviews to be used in marketing materials.
- Support the marketing and communications staff in creating collateral pieces.
- Assist with special events including attendance
- Assist with any photography needs.
- Support content creation on social media sites, including research, photo, and video editing.
- Any other duties as assigned by Creative Director

*\*Please note this description is not designed to cover or contain a comprehensive listing of duties and responsibilities that are required of the employee for this job. Duties and responsibilities may change at any time with or without notice.*

## Learning Outcomes and Benefits

- Apply the principles of public relations and communication in a non-profit organization.
- Gain experience in project management.
- Create materials that can be included in a professional portfolio.
- Exposure to community leaders and businesses.
- Increase knowledge of the cancer non-profit sector.

## Qualifications

- Intern should be pursuing an undergraduate degree, concentration in communications a plus.
- Capable of handling high stress while maintaining a positive attitude.
- Professional appearance, clear speaking voice and excellent interpersonal skills are required.
- Computer skills, including Microsoft/Google suite software. Familiarity with Canva, Adobe Photoshop and InDesign a plus.

## **Position Structure**

The internship will run from May to August. Start and end dates are flexible based on the intern's academic year. Intern will be compensated at \$15/hour.

## **Physical Requirements**

- Prolonged periods of sitting at a desk, working on a computer, and using a phone
- Ability to stand for prolonged periods and lift items between 5 and 10 lbs. (relating to event attendance and work)