

## Job Description: Communications Intern, Summer 2017

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](http://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 June 2017, the intern will work 20-30+ hours per week through August 2017. Specific start and end dates are flexible.

### **Compensation:**

\$10 per hour.

### **Location:**

Falls Church, VA

**To Apply:** Qualified candidates should send **resume and cover letter** (be sure to clarify availability) to [lindsay@ahp.org](mailto:lindsay@ahp.org) with *AHP Summer Intern* in the subject line no later than April 24, 2017. 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.