



MARKETING INTERNSHIP – SUMMER 2022

Job Description:

The PR/Marketing Intern's primary responsibility is to assist the Executive Director in the day-to-day operation of public relations and marketing.

To apply, please email resume and cover letter to director@adultcarecenter.org

Intern will be mentored on how to develop social media content, write calendar listings and media alerts, preparation of other press materials, and related office duties including:

- assist with research, special projects, events, and database management
- assist with activities that help promote ACCCV, enhance public participation, and encourage community awareness
- assist in the concept creation, writing, editing, coordination, and production of program brochures, public-service announcements, program flyers, and other promotional materials
- assist the Executive Director with media follow-up, including contacting media outlets and pitching story/feature ideas
- keep and update media log and media contact list
- post upcoming programs and events on local online community calendars
- work on special project assignments
- assist with mailings
- represent ACCCV at special events, openings, and corporate events
- perform administration duties as needed