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**Intern Job Description: Marketing and Communications Intern**

Red Mountain Grace (RMG) is a not-for-profit organization dedicated as a place of refuge for out-of-town patients and caregivers that are receiving extended medical treatment in the “Steel City.”  Our foundation is in Christ, our heart is for Birmingham. RMG provides long-term, affordable housing for patients and their families receiving treatment at UAB and Children’s Hospital who live 90+ miles outside of Birmingham.

**Position:** Marketing and Communications Intern

**Description:** Red Mountain Grace seeks a dynamic, self-starter to assist marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of marketing while working for a locally founded, non-profit organization.

**Responsibilities:**

• Update and maintain RMG’s social media presence, including scheduling Facebook updates

• Assist in planning, writing and managing monthly eNewsletters

• Draft, distribute and pitch news releases, media alerts and other stories

• Designing flyers, graphics, e-vites and other marketing material for major events hosted by RMG

• Reach out to the community organizations, general public and donors with the message about Red Mountain Grace’s mission to end poverty housing.

• Collaborating with staff on new ideas, directions, and venues for marketing and communications

**Qualifications:**

• Firm grasp of available tools and platforms in the social media space

• Completed or working toward a college degree, preferably in a related field (e.g., English, Marketing/Communications, or Public Relations)

• Previous internship or related experience in marketing or communications is a plus, but not required

• Must be computer literate (working knowledge of word processing, PowerPoint, Excel).

• An effective communicator, both written and oral

• Ability to communicate in a professional manner with press and community contacts

• Experience with SalesForce is a plus

• Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines

• Enthusiasm for the mission of Red Mountain Grace and the families we serve

**Start Date:** Position open until filled, requires 3 – 6 month commitment.

**Hours:** 8 – 12 hours/week

**Compensation:** This is an Unpaid/Volunteer internship

**To Apply:** Please a send cover letter and resume to: lizzi.wilkerson@redmountaingrace.com

Red Mountain Grace is a Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law.