**TITLE:** COMMUNICATIONS INTERN **STATUS:** TEMPORARY

**REPORTING TO**: DIRECTOR OF COMMUNICATIONS AND PARTNERSHIPS

CHP was formed in 1992 by local healthcare leaders to foster a collaborative approach to addressing health care issues. We exist to improve the health of the Pikes Peak region. Our vision is to pioneer a process of collaborative leadership that results in measurable improvements in community health. We use collective impact as our primary collaboration methodology and currently serve as a backbone organization in three complex local initiatives that work to prevent and end homelessness, suicide, and substance use disorders.

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**Start Date: August 23 (beginning of fall semester)**

**End Date: December 31, 2021**

**Hours: 8-10 hours/week, 100% remote**

**Compensation: $14/hour**

**Essential Duties & Responsibilities**

* Create weekly and monthly content calendars to promote CHP on various social media platforms
* Generate, edit, publish and share engaging content daily (e.g. original text, photos, videos and news)
* Track social media engagement to identify high-performing ideas and campaigns for scalability and produce monthly reports
* Suggest and implement new features to develop brand awareness, like promotions and competitions
* Under supervision of the Director, communicate with followers, respond to queries in a timely manner and monitor direct messages

**Additional Responsibilities**

* Work with the Director of Communications and Partnerships and external vendors on the design and execution of social media campaigns to support CHP’s program/project goals
* Online research and media monitoring

**Knowledge, Skills, and Abilities**

* Firm grasp of social media tools and platforms including Facebook, Twitter, LinkedIn and Instagram, etc.
* Possess excellent written and oral communication and interpersonal skills
* Ability to work independently with good judgment and discretion
* Ability to organize, prioritize and disseminate information while working with deadlines

**Minimum Qualifications**

* Working toward a college degree (junior level and up) in Communications, Marketing, Media Studies Advertising, or Public Relations
* Experience creating/curating content and posting to social media platforms
* Experience with creating graphics for social media posts, using software such as Canva and/or Adobe Suite

**Equipment Required and Other**
This position will require the incumbent to use personal equipment such as a laptop/computer/tablet, cell phone, internet, and personal vehicle (or have access to reliable transportation) in the course of their employment. A background check will be required prior to the start of employment. All candidates must be eligible to work in the United States.

**Benefits**

This position is not eligible for benefits.

**Physical Demands/Working Conditions**

* Must be able to remain in a stationary position 50% of the time
* Must be able to work remotely

**To Apply**

Please send a cover letter, resume and writing sample to Taryn Bailey at taryn.bailey@pphcp.org

**CHP IS AN EQUAL OPPORTUNITY EMPLOYER**