

INTERN POSITION DESCRIPTION

TITLE: Communications and Marketing Intern
DEPARTMENT: Public Affairs
REPORTS TO: Susan Wickstrom, Director of Communications and Marketing

Summary: Central City Concern (CCC) is a nonprofit provider of integrated health care, housing and employment services to people in the Portland area who are facing homelessness. CCC's communications team in the Public Affairs office provides CCC's external voice and sets the tone for our relationship with the public. We take special care to ensure our messages are consistent, and our information is accurate and accessible. We're responsible for interactions with our community that include robust social media, mainstream media, publications, events, marketing services and managing volunteers. This internship will support the efforts of the communications team.

Please note: This internship can only accommodate students from educational institutions with whom Central City Concern has a current affiliation agreement in place. These schools include but are not limited to: Portland Community College, Portland State University, The University of Portland and others.

If interested please contact Susan Wickstrom by e-mailing susan.wickstrom@ccconcern.org or calling 971-352-8842.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assist communications team in developing messaging for regular communications and marketing materials and special projects and/or events.
2. Write and create materials that promote CCC's mission and services, including social media postings, blog posts, collateral, fact sheets, brochures and other media.
3. Engage internal stakeholders in feedback for marketing and communications materials
4. Collaborate closely with communications team on all tasks
5. Participate in CCC's Marketing Advisory Counsel.
7. Dedicate 4-6 hours per week, at minimum, to essential tasks and responsibilities.
8. Other duties as assigned

SKILLS AND ABILITIES:

1. Ability to communicate clearly and concisely, both orally and in writing.
2. Interest in marketing and marketing campaign concepts.
3. Experience with archival research a plus.
4. Familiarity with social media platforms.
5. Experience with Adobe Suite (InDesign, Photoshop, Illustrator) a plus.
6. Ability to take initiative and collaborate in a team setting.
7. Strong organizational skills.
8. Ability to adhere to HIPAA standards and privacy laws.
9. Ability to maintain accurate records and necessary paperwork.
10. Ability to manage time and meet deadlines.
11. A comfort and interest in working with underserved people with a history of homelessness, mental health issues, addictions and disabilities.
12. Must be able to attend a volunteer orientation session at CCC.
13. Ability to effectively interact with co-workers and clients with diverse ethnic backgrounds, religious views, political affiliations, cultural backgrounds, life-styles and sexual orientations, and treat each individual with respect and dignity.