



## **Communications Internship**

Neighborhood Health Center (NHC) provides impactful healthcare to Western New Yorkers so they can achieve their dreams and goals. We build a healthier Western New York where all enjoy high quality, individualized healthcare and human services. For more than 30 years NHC has delivered exceptional value to both patients and the communities it serves, dedicated to engaging adults and children in healthier lifestyles and creating healthier communities.

This year, NHC, a Federally Qualified Health Center (FQHC), will continue to grow significantly as the medical home for nearly 25,000 patients, providing more than 90,000 visits. NHC's family medical services include primary care, dentistry, behavioral health, ob-gyn, podiatry, nutrition and pharmacy services in the City of Buffalo and southern suburbs.

Neighborhood Health Center is seeking a part time (paid) **Communications Intern** in support of the communications function of the organization and its four community health center enterprise. The Communications Intern will report to the Communications Coordinator. This position may require travel to all four sites but will be based out of the Northwest Administrative office (located at 155 Lawn Avenue, Buffalo, NY 14207). This paid internship will be rigorous and demanding but will provide an unparalleled opportunity for personal and professional growth as well as leadership skill building. This is a great opportunity to see and experience firsthand what is involved in the administration of a FQHC.

### **Responsibilities:**

- Work closely with the Communications Coordinator and attend departmental meetings and functions as part of the administrative team. He/She will be responsible for various projects based on the needs of the 2019 communications workplan and the interests of the intern
- Assist the Communications Coordinator with managing the website, newsletters and the organization's social media pages
- Work with the Communications Committee and key Neighborhood Health Center staff to create refreshed content for a new website
- Prepare and develop accurate and informative press releases, public messaging and blog entries about NHC's services, initiatives, programs and announcements
- Devise new and innovative strategies for the branding and marketing of NHC's services, initiatives and programs through print material development (i.e. brochures, rack cards, program flyers, etc.)

- In addition to gaining practical community health experience, the intern will incorporate core organizational values of professionalism with an emphasis on teamwork, kindness, compassion and quality of service at all levels

### **Requirements/Qualifications**

- Must be a current undergraduate (senior preferred)/graduate school student, recent college graduate or experienced young professional in communications, public relations, journalism, marketing, design, or related field
- At least one to two years of experience in a related field, e.g. content creation, graphic design, digital marketing, social media and/or brand engagement
- Strong technology skills, including publishing, web software and/or email marketing platforms
- Outstanding verbal and written communications skills, including proofreading skills – experience drafting internal and external-facing documents, correspondences, presentations, etc.
- Adept at using social media platforms (Facebook, Twitter, YouTube and LinkedIn)
- Motivated, outgoing self-starter, outside-the-box thinker and natural team player
- Outstanding interpersonal skills and ability to work and communicate with diverse constituents, including colleagues, patients, families, donors (including board members), media personnel/reporters and vendors
- Exceptional attention to detail and follow-through
- Ability to organize multiple tasks and responsibilities while maintaining efficiency
- Must be resourceful and capable of working with minimum supervision
- Must maintain confidentiality regarding sensitive patient and constituent information
- Mission-driven individual with a commitment to health equity and working with diverse populations
- Fluency in Spanish a plus

**Time commitment:** Minimum of 15 hours per week; minimum 3-month commitment, with 6-months desirable. A permanent position may be offered at the end of this commitment based on graduation status and internship performance.

At NHC, we enjoy working in a team-based, patient-centered environment and value the benefits of a diversified workplace that values our patients and the communities we serve.

**How to Apply:** If you want to make a difference in the lives of thousands of patients and in the health of our communities, and if the position speaks to your capabilities, please submit your resume, cover letter and at least one writing sample to [j.david@nwbchcc.org](mailto:j.david@nwbchcc.org). Please include **Communications Internship** in the subject line. Qualified candidates will be contacted by phone or email.

*Neighborhood Health Center is an equal opportunity employer that is committed to the practice of equity and inclusion.*