



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

Founded in Spartanburg, SC in 2000, the Hospice & Palliative Care Foundation (HPCF) is a registered 501 (C) (3) not for profit foundation working with health care professionals across South Carolina. Our goal is to enhance the quality of life for both hospice and palliative care patients as a way to give back to the communities. The mission of the Hospice & Palliative Care Foundation (HPCF) is to discover and address the unmet needs of individuals and families facing end-of-life issues through innovative and collaborative programs and services, and includes financial, educational, technological, and grief support. For more information please visit [www.hpcfoundation.org](http://www.hpcfoundation.org)

**Position:** Marketing and Development Intern

**Description:** The Hospice & Palliative Care Foundation seeks a dynamic, self-starter to assist marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of marketing in the nonprofit sector.

### **Responsibilities:**

- Assist with updating and maintaining HPCF's social media presence, including scheduling Facebook updates
- Assist in planning, writing and managing monthly eNewsletter
- Draft, distribute and pitch news releases, media alerts and other stories
- Assist with the design of flyers, graphics, e-vites and other marketing material for major events hosted by HPCF
- Assist with updating the HPCF website when needed
- Staff information tables and assist with outreach to the community organizations, public and donors with the message about HPCF's mission
- Research/produce collateral materials as directed
- Updating media contact lists
- Help develop and solicit in-kind donations. May include cold-calling, lead follow-up, tracking, and recognition at and attendance at sponsored events
- Conduct research and development of future projects and events
- Collaborate with staff on new ideas and directions 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 (Marketing/Communications, or Public Relations)
- 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
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Enthusiasm for the mission of HPCF and the families we serve
- Must be willing to commute to local office in Spartanburg, SC
- Must have access to their own laptop device

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

**Hours:** Negotiable

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

**To Apply:** Please send cover letter and resume to [maggiem@hpcfoundation.org](mailto:maggiem@hpcfoundation.org)

*The Hospice & Palliative Care Foundation is an 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.*