



FAMILY HOUSE

FAMILY HOUSE, INC. INTERNSHIP DESCRIPTION

POSITION:	Marketing and Communications Intern
STATUS:	Temporary, Hourly (12-15 hours on average per week)
REPORTABILITY:	Manager of Marketing and Communications

Family House provides a “home away from home” for patients and their families who travel to Pittsburgh for medical treatment. By offering convenient, affordable, and safe lodging in a home-like environment, Family House helps to reduce the emotional and financial stress for thousands of individuals facing a medical crisis in an unfamiliar city.

GENERAL SUMMARY:

The Marketing and Communications Intern will assist staff with all aspects of marketing, communications, and public relations for a Pittsburgh-based nonprofit.

RESPONSIBILITIES:

- Assist staff in execution of communications and marketing plan
- Provide ideas and content for marketing pieces, including the newsletter and social media
- Identify, develop, and strategically pitch story ideas to targeted media (regionally, beyond)
- Update and maintain social media presence
- Collaborate with staff on new ideas, directions, and venues for marketing and communications
- Complete other development, marketing, and event-related duties as assigned

SPECIAL SKILLS AND ABILITIES REQUIRED:

- Strong written and verbal communications skills
- Basic computer skills, including proficiency in Microsoft Office Suite
- Social media savvy (Facebook, Instagram, LinkedIn, YouTube)
- Ability to access and navigate the Internet; ability to create, sort, save and organize folders and files

KNOWLEDGE AND PRACTICAL EXPERIENCE REQUIRED:

- Must be an incoming college Junior or Senior

COMPENSATION

- \$12.00 per hour

START DATE: Position will remain open until filled. Requires 3-6 month commitment.

PHYSICAL REQUIREMENTS:

1. Must be able to stand, walk, climb, bend, and reach.
2. Must be able to lift/move up to 25 pounds.

NOTE: The above statements are intended to describe the general nature and level of the work being performed by people assigned to this position. They are not an exhaustive lists of all duties, responsibilities, and knowledge, skills, abilities, and working conditions associated with this position.

Contact Jeff Milliner if interested at jmilliner@familyhouse.org or 412-647-0389.