

## Communications and Marketing Internship with stipend

Open Door Family Medical Centers has been serving low-income, under-served residents and those lacking access to health care in the communities of Westchester and Putnam counties for more than 40 years, providing high quality primary health care and human services at affordable prices. This year, Open Door will be the medical home for more than 50,000 patients, providing more than 250,000 visits. Our family medical services include primary medical care, dentistry, mental health, optometry, podiatry, and women's health in Ossining, Sleepy Hollow, Port Chester, Mount Kisco, and Brewster, NY. Open Door believes that healthcare is a right, not a privilege, with primary care to be affordable and delivered cost-effectively. We believe that healthy individuals and families are the foundation of a caring society, and that those empowered to lead healthy lives contribute significantly to our communities' success. For additional information, please, visit [www.opendoormedical.org](http://www.opendoormedical.org).

Open Door is seeking candidates for a college internship in communications and marketing. The intern will assist the Director of Communications with a range of projects and campaigns and gain hands-on experience creating content for video, print, social, and digital in a collaborative environment.

**Internship Supervisor:** Michelle O'Gara, Director of Communications

**Days and Hours:** This internship requires a minimum of 20 hours per week over three months. Start and end dates flexible.

### Responsibilities:

- Creating a comprehensive fundraising tool kit website, including the audit and repurposing of past collateral and the development of new materials
- Developing and scheduling social media content
- Supporting a co-branding initiative
- Assisting in public relations and media outreach campaigns
- Creative research for the planning and development of the Open Door Brand Style Guide.
- Assisting the marketing and communications functions and tactics of the External Relations Department including special event planning, writing, social media integration, website and intranet updates, image research, photography and video, organizing work flow, and composing emails
- Learning how to develop insights from tracking digital analytics
- Supports cross-functional team projects and tasks

### Qualifications:

- Strong written and verbal communication skills
- Understanding of the intention of marketing and communications for a non-profit health care organization
- Editorial and creative excellence
- Can work independently and follow directions
- Open to learning and developing new skills
- Awareness of office etiquette and professional attire
- Proficient with the Adobe Creative Suite and film editing programs preferred
- Candidates are welcome to submit portfolio and writing samples

- Demonstrates enthusiasm for Open Door's mission and making a difference for people in the communities we serve

If this internship position speaks to your capabilities, experience and commitment to improve the health of our communities, please send your resume and cover letter to [mpersson@odfmc.org](mailto:mpersson@odfmc.org). Qualified candidates will be contacted by phone and/or email.