

Social Media 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.

Open Door is seeking candidates for a college internship in communications and social media.

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:

- Developing and scheduling social media content, coordinating a social media editorial calendar and a variety of digital campaigns
- Contributing to the creation of engaging, on-brand content that tells the story of Open Door
- Gathering creative, video and stock image content
- Assisting the social media marketing and communications functions the External Relations Department including special events, staff communications, patient collateral and media
- Learning how insights and analytics inform our digital distribution strategies
- 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
- Knowledge of Facebook, Twitter, LinkedIn, Instagram, and Snapchat
- Demonstrates enthusiasm for Open Door's mission and making a difference for people in the communities we serve
- Candidates are welcome to submit portfolio and writing samples

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. Qualified candidates will be contacted by phone and/or email.