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## **ABOUT THE ORGANIZATION**

HealthWest provides a wide array of integrated health services designed to meet the needs of adults and youth with serious behavioral health challenges, developmental disabilities and substance use disorders. HealthWest also offers consulting and education in the areas of trauma informed care, Mental Health First Aid, suicide prevention, and other mental health topics. HealthWest values Diversity in all forms and is committed to creating a safe space for everyone who enters our building, receives services, and interacts with our staff.

## **JOB TITLE**

Health Communications Internship

## **JOB DESCRIPTION**

Under the supervision of the Communications Coordinator, the Health Communications Intern provides assistance in writing, editing, page layout and general communications tasks as well social media marketing, website management, email marketing and event assistance.

## **ACADEMIC CREDIT & TIME COMMITMENT**

This is an unpaid, part-time internship, but can be completed for academic credit. If the intern wishes to receive academic credit for the internship, it will be the intern's responsibility to make arrangements with his or her school. HealthWest will provide the necessary job description and performance review upon request. Number of hours may vary based on internship. Number of expected hours will range from 10 to 20 hours per week.

## **RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO...**

- Assist with the creation, editing, and proofing of email newsletters and print publications
- Assist with managing and maintaining content on the organization's website: [www.healthwest.net](http://www.healthwest.net)
- Develop and maintain existing and emerging social media tools as appropriate for identified audience
- Assist in preparing and distributing news press releases
- Assist as required with major events, programs and meetings that require marketing materials and communications
- Review the effectiveness of the agency's communications, providing input when appropriate on enhancements to the process and mediums used

## **EDUCATION & EXPERIENCE**

- Junior or senior level student in health communications, marketing, communications, or related field
- Computer skills appropriate to current technology of the office including Microsoft Office Suite
- Knowledge in social media platforms required (necessary platforms include Facebook, Twitter and LinkedIn)
- Multi-media background with skills in video editing and graphic design preferred
- Experience using the Adobe Creative Suite including Photoshop and InDesign preferred
- Writing experience and communications and/or marketing experience preferred

## **KEY COMPETENCIES**

- Ability to work in a fast-paced environment
- Strong communication skills
- Attention to detail and accuracy
- High energy, enthusiastic, and self-motivated
- Excellent editing and proofreading skills
- Team-oriented individual
- Demonstrates the confidence to make decisions and asks questions when in doubt
- Demonstrates a pleasant, outgoing personality

## **WHAT YOU WILL GAIN**

- Strong marketing and communications experience in a reputable health care agency
- The opportunity to interact and network with other professionals in the healthcare, government, and non-profit sectors
- The ability to attend trainings open to organization staff
- A professional recommendation from a large governmental health care organization

## **HOW TO APPLY**

Please send a cover letter and resume to Cece Riley at [cece.riley@healthwest.net](mailto:cece.riley@healthwest.net)