

**Health Net of West Michigan
Job Description**

Position Title: Communications Intern	
Department: Community Engagement	FLSA Status: Stipend based upon credit hours
Supervisor: Communications Manager	Approval Date:

PART I: DESCRIPTION OF INTERNSHIP

Position Summary:

Health Net of West Michigan bridges gaps in healthcare by connecting individuals with the basic resources that every human being deserves to live a healthier life. We work primarily with vulnerable populations. We take a holistic approach to health by partnering with healthcare professionals, institutions, and non-profit organizations to provide education, accessibility and individualized attention including physical, mental and emotional support for the communities in which we work. We are experts at navigating the healthcare system and connecting clients to vital resources.

The communications internship provides an excellent opportunity for practical experience in communications and exposure to a public health focused nonprofit while under the supervision of the Communications Manager. The communications intern will have the opportunity to develop leadership skills and explore interests in communications in nonprofit field, public relations, internal communications functions, social media, and project planning. The intern supervisor will conduct regular meetings in which the intern can share their experiences to assure that the intern is participating in a meaningful work experience.

This internship includes a stipend to cover internship costs and must be completed to satisfy hourly requirements for the intern's academic department.

Essential Job Duties and Responsibilities:

Under supervision from the Communications Manager, the intern will:

- Work closely with programs housed at Health Net and staff.
- Manage multiple projects with deadlines.
- Working on projects related to social media, internal and external communications efforts, including assisting on Health Net's success story collection.
- Attend internal meetings as needed and requested.
- Continuously strive to gain knowledge, education, and skills.
- Maintain confidentiality.
- Other duties as assigned.

This description is not meant to be all-inclusive and may be modified from time to time at the discretion of management.

PART II: QUALIFICATIONS

Education, Skills and/or Experience:

- Pursuing a degree in Health Communications, Communications, or Public Relations, and a junior or senior level.

- Strong Microsoft Office skills
- Detail oriented
- Effective time management and organization
- Knowledge of social media platforms including: Facebook, Instagram, Twitter and LinkedIn.
- Basic graphic design knowledge and understanding
- Strong writing skills
- Must be able to work as part of a team and in a collaborative setting.
- Committed to completing the full internship (150 hours for 3 credits over approximately 15 weeks) during semester.

The following organizational values have been identified by Health Net of West Michigan as required of all employees:

- *Acting with compassion, caring, and sensitivity*
- *Honoring diversity and respecting cultural differences*
- *Striving for health equity*
- *Empowering individuals*
- *Educating self and others*
- *Maintaining a positive workplace*
- *Working together to achieve individual and community health goals*
- *Making issues known and offering solutions*
- *Showing respect to others*
- *Acting with integrity*

Interested applicants can submit a resume and cover letter to careers@healthnetwm.org.

My signature below indicates I have read and understand this job description and the organizational values.

Communications Intern Signature

Date

Supervisor Signature

Date