**About Us:** Grace Medical Home provides ongoing comprehensive, whole-patient care to the low-income, uninsured of Orange County. Our mission is to be a medical home reflecting the heart of Christ by offering the highest level of health care to those in our community who need it most. We began seeing patients in 2010 and serve the physical, mental, spiritual, and dental needs of the overlooked in our community.

**Join Our Team:** As a volunteer, you’ll be a vital part of a dynamic, faith-based team that puts others first. From the front desk to the exam room, volunteers help carry out Grace’s mission every day.

**Volunteer/Intern Role:** Grace Medical Home seeks a dynamic, self-starter to assist marketing and communications efforts. The Communications Intern assists the Community Engagement Director in implementing organizational communications and marketing strategies. The Communications Intern will work independently and within a team to fulfill organizational goals and initiatives.

**Time Commitment:** Days and times vary depending on interns’ availability and communications needs, however, must commit to 20-25 hours a week.

**Location:** Grace Medical Home - 1417 E. Concord Street, Orlando, FL 32803

**Supervisor:** Betsy Culpepper, Community Engagement Director

**Details:** Responsibilities include:

* Create resources that tell God’s story at Grace (patient stories, volunteer stories, partner stories).
* Update and maintain Grace’s social media presence, including daily monitoring, posting, scheduling and reporting.
* Provide input for creative marketing strategies and social media campaigns
* Assist in planning, writing and managing e-blasts and e-newsletters.
* Design event/program flyers, graphics and other marketing materials.
* Update organization website using Squarespace and Wufoo
* Manage editorial and event calendars
* Collaborate with staff on new ideas, directions, and tools for marketing and communications

**Who Should Apply:** Qualified applicants must have:

* Firm grasp of social media tools and platforms including Facebook, Instagram, LinkedIn, etc.
* Completed or working toward a college degree (junior level and up), preferably in a related field (e.g., English, Marketing/Communications, Advertising or Public Relations)
* Previous internship or related experience in marketing or communications a plus
* Understanding of the basic principles of public relations and/or marketing
* Must be computer literate (working knowledge of Microsoft Office Suite. Proficiency in Adobe InDesign and Photoshop highly desired.
* Videotaping, editing and production is highly desired.
* Knowledge of HTML, website content management and graphic design a plus
* Possess excellent written and oral communication and interpersonal skills
* Genuine enthusiasm for creating compelling marketing materials to support Grace’s services
* Self-starter, good time management, creative, with ability to communicate in a professional manner
* Ability to work well independently, and within a team
* Commitment to the continuous improvement of service quality and the organization’s mission

**How to Apply**: Please visit [www.gracemedicalhome.org/intern](http://www.gracemedicalhome.org/intern) for more information and to apply or email Betsy Culpepper at bculpepper@gracemedicalhome.org.