



Job Title: Marketing & Social Media Intern

Time Commitment: 10-15 hours per week (some hours can be performed remotely)

Reports to: Digital Media Specialist

Primary Duties:

- Help guide Social Media strategy by developing content for Mental Health Center of Denver's social media channels, including, but not limited to, Facebook, Twitter, YouTube LinkedIn
- Conduct interviews, write and edit stories for digital distribution
- Coordinate content for digital communications as needed
- Help coordinate and plan printed marketing materials
- Assist in the creation of web pages on *mhcd.org*
- Work with internal SharePoint site to keep content current

Qualifications:

- Excellent verbal and written skills, organizational skills, effective time management skills, attention to detail, and ability to be self-motivated and disciplined
- Current knowledge and experience working with social media
- Working knowledge of WordPress to update website content
- Working knowledge of software applications including Word, Excel, Adobe Creative Suite (Photoshop, In Design, etc.), SharePoint
- Demonstrated ability to be flexible and able to adapt quickly to meet project needs
- Demonstrated ability to effectively collaborate and work well with internal and external staff at all levels
- Experience creating graphics preferred (Adobe Creative Suite is a plus)
- Willingness to take on a variety of tasks in a fast paced environment to get the job done

To Apply:

Email Karen Prestia at Karen.Prestia@mhcd.org