The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

**JOB SUMMARY:** The Melanoma Research Foundation (MRF) is seeking a Communications & Marketing Intern to support the Communications Department with our prevention and awareness campaigns, develop content for the MRF social media channels (specifically the TikTok channel) and assist with other communications and marketing projects. The Intern will report to the Programmatic Social Media and Marketing Coordinator. This is an UNPAID internship that can be used for class credit and/or employment experience.

**Duties and Responsibilities:**

- Assist in designing in-house social media graphics using Adobe Creative Cloud and/or Canva for our annual prevention and awareness campaigns
- Collaborate and develop new engaging and creative content alongside the Programmatic Social Media and Marketing Coordinator for the MRF’s TikTok channel, including patient testimonial reels and campaigns
- Review and copyedit certain MRF website pages for updates and changes according to the MRF style guide
- Build a digital library resource of all MRF patient testimonials including quotes, blogs and vlogs in conjunction with the Communications and Education teams
- Review and update all email listserv contacts to ensure all lists are up to date and accurate
- Other relevant duties as assigned.

**Knowledge, Skills and Abilities:**

- Excellent verbal, written and interpersonal communication skills
- Detail-oriented and strong organizational skills with ability to multi-task
- Strong graphic design skills (Canva, Adobe, InDesign, Photoshop)
- Strong writing/editing skills are required
- Proficient in the Microsoft Office suite
- Availability of 10 hours/week
- This position is required onsite at our Washington, DC office preferably Monday and Wednesday during normal business hours

**Education and Experience:**

- Pursuing a 4-year degree in Graphic Design, Communications, Marketing or another related field
- Experience with Graphic Design is required
- Experience with video editing is required
- Social media development experience is preferred

**ADA PHYSICAL DEMANDS:** The physical demands represent those that must be met by an employee to successfully perform the essential duties and responsibilities of the position. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- The position requires being seated for several hours a day
- The employee must frequently speak and hear as well as utilize the telephone, computer keyboard and monitor, pen and paper
- The employee is required to walk and/or travel by car, train or plane
To Apply:

Please send a cover letter and resume to Arnice Brooks, Programmatic Social Media and Marketing Coordinator, at abrooks@melanoma.org with the subject line “Communications Intern – Your Name”