



## Healthy Baby Network

*Every mother, Every baby*

### Healthy Baby Network Intern

*with a focus on Marketing and Development*

Healthy Baby Network offers student internships during the fall and spring semesters, as well as over the summer. Our internships are unpaid and usually require a minimum of a 10-15 hour weekly commitment.

#### **Responsibilities include (but are not limited to):**

##### Event Planning and Coordination

- Help plan logistics for any of Healthy Baby Network's four annual events: Women's Health Day (May), Annual Meeting (June), Countdown to Kindergarten (August), Annual Conference (Fall)
- Assist in brainstorming of creative elements/themes for events
- Assist with program development and execution, including registration, marketing and coordination
- On-site support the day of events

##### Marketing and Administrative Support

- Assist in writing timely, relevant and fresh content for the website, blog and social media
- Assist in writing press releases
- Website maintenance/updates
- Assist in designing and creating promotional materials
- Create e-mail marketing blasts

##### Fundraising Support

- Create online fundraisers
- Assist with donor correspondence and communication
- Data entry using salesforce
- General office duties

##### Public Health Support

- Shadow and assist the Health Educator with presentations to the community
- Assist special projects as assigned

**Skills required:**

- Strong written and oral communication skills
- General project management skills
- Detail oriented
- Energetic and flexible
- Graphic design skills desired, but not required
- Reliable transportation required
- Laptop required

**To apply for this internship opportunity, please send a resume and cover letter to:**

Deanna Spiotta, Communications Director

deanna@healthy-baby.net

585-546-4930 ext. 215

Healthy Baby Network is an equal opportunity employer. For information about Healthy Baby Network, see our website at [www.healthy-baby.net](http://www.healthy-baby.net).