



# Indiana Hospital Association

<b>Title</b>	<b>Communications Intern</b>
<b>Status</b>	Paid Internship
<b>Reports to</b>	Vice President, Communications
<b>Organization</b>	<p>The Indiana Hospital Association is the trade association representing the interests of 164 hospitals and health systems. Services include government relations, data management, communications, education, performance improvement and patient safety.</p> <p>IHA seeks a dynamic, self-starter to assist in marketing and communication efforts. This internship is an excellent opportunity to experience various aspects of marketing and communications while working for a member driven, hospital and health-focused association.</p>
<b>Position Summary</b>	<p>The communications intern should be organized, flexible and motivated by working for a hospital/health-focused association. Duties include, but are not limited to, communication planning, presentation/report creation, website updates, e-communications, media tracking and professional membership group support. The communications intern works closely with the communications team and other IHA staff to implement multiple projects.</p>
<b>Responsibilities</b>	<p>Essential functions include but are not limited to the following:</p> <ul style="list-style-type: none"><li>• Update and maintain IHA's social media presence, including scheduling Facebook, Twitter and LinkedIn updates using HootSuite</li><li>• Assist in writing and editing IHA's weekly e-newsletter via MailChimp</li><li>• Assist in writing and editing flyers, graphics and other marketing materials for IHA hosted meetings and events</li><li>• Assist in the maintenance of IHA's new website and association management system, potentially including graphic design work</li><li>• Attend and contribute to weekly marketing committee meeting's including preparing agenda and taking minutes</li><li>• Help promote upcoming IHA conferences</li><li>• Collaborate with staff on new ideas for marketing and communications</li></ul>
<b>Requirements</b>	<p>The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p>



# Indiana Hospital Association

## Education and Experience

- Transportation and parking are not included. Local parking is approximately \$50 per month
- Completed or working toward a college degree, preferably in a related field (e.g., English, marketing/communications, graphic design or public relations)
- Previous internship or related experience in marketing or communications is a plus

## Knowledge, Skills and Abilities

- Firm grasp of available social media tools and platforms
- Must be computer literate (working knowledge of Word, PowerPoint, Excel)
- Proficiency in Adobe InDesign and Photoshop highly desired
- Knowledge of HTML, SharePoint and graphic design a plus
- An effective communicator, both written and oral
- Ability to communicate in a professional manner with press and member contacts
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Enthusiasm for the mission of IHA and its members

## Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Corporate office environment
- Noise level in the work environment is moderate

**Dress attire: business professional**

## Application

**Hours:** 20 – 29 hours/week

**Compensation:** This is a paid internship; intern can also receive college credit.

**To Apply:** Applicants should email three writing samples, cover letter and resume to Jennifer Hurtubise, vice president of communications, at [jhurtubise@IHAconnect.org](mailto:jhurtubise@IHAconnect.org).

Indiana Hospital Association is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law.