



SIERRA HEALTH FOUNDATION  
*An Endowment for Northern California*

## Job Description

**Job Title:** Communications Intern  
**Department:** Program  
**Reports To:** Communications Manager  
**FLSA Status:** Non-Exempt – Hourly/part-time paid position for 6-12 months  
**Start Date:** November 2010

**Summary:** The Communications Intern will work with and assist the Communications Manager to provide communications support for the foundation and its programs. The intern may have the opportunity to work on the duties below, depending on interest and skills.

### Essential Duties and Responsibilities:

- Write news releases, media alerts and public service announcements.
- Write articles for electronic newsletters.
- Prepare and distribute e-mail announcements and electronic newsletters.
- Maintain Web sites.
- Maintain social media sites.
- Produce print materials in-house.
- Produce event sponsor ads.
- Produce PowerPoint presentations.
- Provide support for events as part of a team.
- Edit letters and documents for staff.
- Prepare press kits, project packets and fact sheets.
- Maintain news clipping files.

**Miscellaneous Duties:**

- Perform and assist with other duties as assigned
- Work a flexible schedule
- Travel, as required

**Qualifications:**

- Undergraduate/graduate enrolled in communications or related field.
- Strong interpersonal skills and the ability to work effectively as part of a team.
- Demonstrated ability in written and oral communications.
- Skilled in the use of Microsoft Word, Excel, Publisher and PowerPoint. Familiarity with Adobe InDesign and PhotoShop is preferred.
- Ability to organize time effectively and act independently on projects with minimal supervision, and manage multiple projects while meeting deadlines.
- Ability to work in a fast-paced environment.

**Send cover letter and resume by Sept. 15, 2010, to [info@sierrahealth.org](mailto:info@sierrahealth.org)**

Include "Communications Intern" in the subject line.

No phone calls, please.