

Communications Intern

JOB DESCRIPTION

The Network for Regional Healthcare Improvement (NRHI) is a national organization focused on promoting meaningful improvements in healthcare quality and cost containment. Over forty Regional Health Improvement Collaboratives (RHICs) exist in the US, many of which form the core of NRHI's membership. The emphasis of RHIC's is on performance measurement, payment and delivery system reform, training and assistance in performance improvement, and patient education and engagement. NRHI provides the strategic structure that allows for learning, sharing, and consensus building on the fundamental changes needed in healthcare payment systems.

This is a fulltime position (9am-4pm, Monday through Friday) for Summer 2018 – it will run from June through August. The communications intern will report to the executive director of strategic communications and work under the daily direction of the communications specialist. She/he will also work closely with NRHI staff, and NRHI member RHICs, as needed. This individual will assist the communications team in social media management, public relations work, basic website development, and event planning. This is an unpaid position, eligible for college credit through approved colleges/universities.

Position Summary:

This individual will:

- Work with the communications specialist to update and maintain both the NRHI and HealthDoers social media presence, including scheduling Facebook and Twitter updates, and regular postings on LinkedIn
- Monitor social media platforms and respond to engaged users in a timely manner via respective channel
- Assist in planning, writing, and managing monthly e-newsletter to NRHI members
- Assist director of strategic communications and specialist in developing targeted media lists to bolster regular pitches using Cision software
- Design social media graphics, website graphics, and other basic visual elements using Canva software
- Update NRHI website by using backend WordPress site. This includes:
 - Maintaining news section of site
 - Editing NRHI initiative pages with up-to-date information
 - Working with RHIC communications teams to get updated quotes for online banners
 - Reformatting members section of website

- Formulating recommendations for content development on website
- Work in MailChimp to develop weekly and/or monthly campaigns for NRHI initiative outreach
- Assist with material development and strategic planning for second annual National Affordability Summit (taking place in October 2018)
- Maintain Smartsheet plans to ensure all project status updates are captured for team members to review and contribute to

Requirements:

- Junior or Senior at a recognized college or university with a major study in communications, business, or a healthcare related field
- Excellent computer skills with an in-depth understanding of social media platforms, including: Facebook, Twitter, and LinkedIn
- Excellent communication skills, both verbal and written
- Attention to detail with an emphasis on strong editing skills
- Flexible, can-do attitude
- Ability to work well under pressure and meet deadlines
- Comfort working in a fast-paced, ever-changing environment
- Team player
- Dependability, flexibility, and ability to maintain confidentiality
- Openness to learning and growing with internship experience
- General healthcare knowledge is preferred but not required

This position is located in downtown Portland, Maine. Ability to travel back and forth to the office is required. Parking costs will be reimbursed.

Qualified applicants can submit resume and cover letter to careers@nrhi.org.