



BIENESTAR HUMAN SERVICES

ACCESS, EDUCATION, MOBILIZATION: *Our Community's Solution!*

Communications Intern

ABOUT BIENESTAR: Bienestar Human Services is a leading social service nonprofit organization committed to uplifting the health and well-being of the Latino community and other underserved communities of Los Angeles County. Bienestar Human Services accomplishes this mission through the provision of culturally competent and comprehensive services across its six community health centers.

POSITION DESCRIPTION: Working with the Communications staff member, the Communications Intern will be responsible for supporting and helping carry out important marketing and communications efforts that will benefit the entire organization. This intern will gain valuable skills and knowledge related to professional communications within the context of a leading public health nonprofit organization.

SUMMARY OF PROJECTS/RESPONSIBILITIES:

- Assist the Communications staff with general day-to-day communications and marketing projects and tasks
- Develop engaging and creative social media content for Bienestar's Facebook and Instagram pages
- Build the capacity and reach of the organization through assisting with management communications databases and email lists
- Track, document and archive media coverage of Bienestar
- Other related tasks and projects as assigned

DESIRED QUALIFICATIONS: Currently enrolled in a relevant bachelor's degree program: communications, journalism, or other related major. Access to reliable transportation, Bilingual in English/Spanish desired, interest in nonprofit communications, ability to communicate and write effectively, basic knowledge of email database software.

LOCATION: Bienestar East Los Angeles Center (5326 E Beverly Blvd, Los Angeles, CA 90022)

HOURS: 10-12 hours per week and a minimum of 12 weeks.

COMPENSATION: Unpaid Internship; Academic credit may be available upon request.

TO APPLY: Please send over a copy of an updated resume and a cover letter to nturton@bienestar.org. In your cover letter please outline why you wish to intern at Bienestar Human Services and all requirements for your internship (hours, start/end dates).

Position will remain open until filled. Bienestar is an Equal Opportunity Employer.