



Communications Intern

A Communications Intern is in part responsible for the growth and maintenance of the brand and overall messaging of the Hugh Lane Wellness Foundation. This role will primarily be working in the office and at home when possible. The Communications Intern provides assistance with social media and general marketing and public relations. The Communications Intern is a part-time position reporting to the Outreach & Communication Manager .

Social Media Content Creation/Posting

- Create content for Facebook and Instagram accounts using Canva
 - Based on copy from Outreach & Communication Manager
- Assist in creating video content for YouTube
- Create & manage TikTok account
- Maintain scheduling of social media calendar with help from Marketing & Outreach

Branding and Marketing

- Assist in flyer creation and marketing for events
- Help with updates and outreach efforts
- Maintain consistent messaging and story throughout organization

Website Updates

- Assist in ongoing website updates

The Ideal Candidate Will:

- Have an understanding of gender, sexuality and health disparities impacting the LGBTQ+ communities.
- Have an understanding of racism at the systemic and individual level and be able to implement anti-racist practices in their work
- Work effectively both individually and as part of a team
- Build relationships with community groups and organizations
- Encourage and motivate LGBTQ+ and HIV community members to engage in needed care or support services

Candidates should email a letter of interest with any supporting documentation, including: resume, previous employment, lived, volunteer or educational experiences to: ashley@hughlane.org.

The Hugh Lane Wellness Foundation is an Equal Opportunity Employer and is committed to recruiting, hiring, supporting and promoting a diverse workforce. We believe that difference in the intersections of identities will lead to a stronger, more innovative team, producing effective results for the communities we serve. We strongly encourage individuals with diverse backgrounds to apply.

*While we are required to procure clearances prior to an offer of employment for all staff, involvement with the justice system that disproportionately impacts Black people, People of Color and LGBTQ+ communities is not an automatic reason for disqualification. There are two instances of disqualification: a person who is registered or required to be registered on a sex offender registry or a person who has been convicted of murder.