



MedEvac Foundation International Social Media / Communications Internship

The MedEvac Foundation International is an international non-profit 501C (3) charitable organization headquartered in the Washington, DC area. The Foundation helps the Association of Air Medical Services (AAMS) represent the Air Medical and the Critical Care Ground Transport Industry. Since 2005, the MedEvac Foundation International has supported research, education, and outreach programs that enhance the industry's ability to provide quality medical care and provide safe and effective air and ground medical transportation for every patient in-need. We fund programs and charitable activities that support AAMS' members and their families, who serve their communities with pride and commitment and provide life-saving services throughout the United States and around the world.

Social Media / Communications Internship (Unpaid)

Job Summary:

MedEvac Foundation International (MFI) seeks a Social Media / Communications intern to assist with promoting MFI programs and growing and engaging our followers. Candidate must be energetic, a team player, possess a unique blend of talents and have an interest in philanthropy and the Critical Care Transportation field. The intern will be aiding the development of the Taking Care of Our Own programs such as Family Grant Fund for Deaths in the Line of Duty, Survivor Funds, scholarships, research funding. The intern will report to the Development Assistant.

Tasks Include:

- Drafts short writing assignments such as hand-written thank you notes, weekly newsletter articles, donor profiles and social media posts using HootSuite platform and/or the individual platforms themselves.
- Follows-up with Grant / Scholarship recipients and collects stories / photos / videos and posts stories
- Assists with researching prospective donors and preparing briefing materials using social media (linkedin and facebook) and other subscription research services

Qualifications:

- Excellent writing skills
- Proficiency in social media (i.e. Facebook, Twitter, Instagram, etc.) is required. FormStack and WordPress is a plus
- Proficiency in MS Word, Excel, Outlook, PowerPoint and Web-based searches
- Proficiency in video editing suites is a plus, but not mandatory
- Knowledge of Adobe Suite is a plus, but not mandatory
- Detail oriented with ability to multitask

- Excellent interpersonal and communications skills, written and verbal; personable and outgoing. Excellent phone manner
- Capacity to take initiative, prioritize duties, and work independently while functioning as a member of a team
- If you are receiving credit from your college or school we are happy to work with your professor to fulfill any and all academic requirements.

Commitment: Flexible work schedule of at least 10 hours per week any time from home

Start Date: Immediate

Submission Deadline: Resumes reviewed on an on-going basis until position is filled

Send resume and cover letter to:

Jared Hughes

Director of Development

jhughes@medevacfoundation.org

no calls please