



Communications Summer Internship

- Louisville, Kentucky
- This job reports to the Marketing and Communications Manager
- Relocation is not provided and travel is not required
- This is a paid summer internship

Overview

For nearly 150 years, Masonic Homes of Kentucky's trusted brand has been recognized as a state and national leader in health care and senior living services.

Our family of services includes Masonic Home of Louisville, Masonic Home of Shelbyville, Miralea Active Lifestyle Community, The Meadow Active Lifestyle Community (coming in 2018), The Village Active Lifestyle Community, Grove Point Assisted Living (coming in 2018), Sproutlings Pediatric Day Care & Preschool and Spring Hill Village Retirement Community.

We are seeking a part-time Communications Intern for our Corporate Communications and Marketing department and team of more than 500 employees in a growing company.

The Communications Intern will be responsible for assisting with the coordination of all aspects of our 150th anniversary, including project coordination, event planning social media, earned media, fundraising and more.

Our Corporate Office is located on a convenient, beautiful and expansive campus. This is a paid internship and a professional development organization.

Your responsibilities will include, but are not limited to:

- Project coordination –track projects, work with internal departments and outside vendors to facilitate and complete projects in a timely manner
- Event support – assist with planning, coordination and facilitation of a series of special 150th anniversary events
- Social media – create and post engaging content on Masonic Homes' social media pages; manage social media calendar
- Archiving advertising and media coverage into a digital database
- Maintain inventory database for marketing materials
- Other duties as assigned

Job Skills/Requirements:

- Ability to work at least 15 hours per week
- Interest in communications, public relations, marketing and/or fundraising
- Strong attention to detail
- Proficiency in MS Office products including PowerPoint
- Ability to manage multiple projects simultaneously
- Ability to assist and coordinate with others including outside agencies
- Ability to complete projects with minimal supervision
- Exceptional communication skills, written and verbal
- Understanding of social networks including Facebook, Twitter and LinkedIn





Education Requirements:

- Pursuing degree in communications, marketing or relevant field

Screening Requirements:

- Drug screen
- Criminal background check

Physical Requirements:

- Ability to sit at a computer terminal for long periods of time.
- Ability to be physically in attendance at workstation at designated company office location during normal business hours designated for this position.

Additional Information/Benefits

- Paid internship
- Membership to professional development organization

For more information about the Masonic Homes of Kentucky visit www.masonichomesky.com.

To apply, please visit masonichomesky.com/careers.

