



Marin City Health & Wellness Center (MCHWC) seeks interns to help with important marketing and outreach efforts in Marin and San Francisco counties. We are looking for contributors who are creative, articulate, passionate writers. Please apply if you bring enthusiasm and drive, but lack experience working with nonprofits or in public health! These are interesting role for an amazing cause.

Projects:

1. **Write blogs/articles.** Attend MCHWC programs and community health events, observe activities, interview a few attendees, take photographs, and write a brief summary about the event that can be used in our online blog, e-newsletter and press releases. A calendar of events can be found on our website at www.marincityclinic.org under *Wellness Programs -> Events & Classes*.
2. **Manage social media.** Use Buffer to create a regular calendar of community events, wellness classes, and news stories related to health equity to share on Facebook, Twitter and Instagram, with a goal of engaging two main audiences: patients and donors.
3. **Assist with outreach to local media, calendars and community updates.** Share details on MCHWC events and seek opportunities for us to participate in larger county events related to health, wellness and African American culture.
4. **Help plan events to raise funding and awareness.** We have several events in initial planning stages for November and beyond, including gala-style gatherings and a film night like the one described at www.marincityclinic.org/film.
5. **Incorporate SEO into websites for www.marincityclinic.org, www.marinbirth.org or www.bayviewclinic.org.** Help us to leverage online presence to reach 2 primary audiences: provide healthcare to more underserved, low-income patients at our clinic sites; and attract new donors who can fund much needed capital expansion at 3 clinics in Marin and SF.
6. **Research donors for capital campaign gifts.** Look at similar organizations' list of supporters to expand our small base of individual donors, as we seek \$500k funding to remodel our main clinic in Marin City, \$1.2M to remodel a San Francisco site, or a \$250k remodel of the new Marin Family Birth Center.
7. **Draft grant proposals and reports.** Learn fundraising and grantwriting under the guidance of an experienced Development Director. Good fundraisers are always in demand, and fundraising is a rewarding and exciting career that connects you to interesting, passionate people who do critical work in our communities.
8. **Expand the online ecommerce site for social enterprise run by teen Black boys: The Defenders Paper Company.** Assess www.defenderspaper.com, improve messaging and navigability, implement SEO, conduct targeted marketing to local groups of consumers (e.g., church congregations, Chambers of Commerce, city governments)

Required skills:

- Bring a genuine curiosity about events and participants, and a desire to share experiences authentically in explaining MCHWC's integrated healthcare services and wellness programs to the larger community. The intern's work will raise awareness about Black health inequity, racial barriers and poverty among patients and donors who may not know about us.
- Excellent communication skills – able to talk with a variety of people in a respectful, professional and comfortable manner.
- Excellent writing skills – able storyteller who can translate experiences with passion, using the written word. Correct grammar and spelling are a must.
- Responsible and self-directed – track record of completing independent assignments, on time and with a high level of quality.
- Knowledge of Wordpress, Mailchimp or press releases desirable, but not required.
- Past experience in writing newsletters, articles or classwork related to journalism is a plus.

Schedule and location:

- Available 5-20 hours a month, with a requested 2-month minimum commitment.
- Must have access to own computer and transportation.
- We prefer that projects be done remotely, with weekly check in meetings. Work onsite may be possible at clinic locations in San Rafael (Northgate) or Marin City.

This important role reports to Melanie Hamburger, Director of Development. We welcome your interest! Please email (melanie@marincityclinic.org) Melanie with a summary of your relevant personal or professional experience, why working with MCHWC appeals to you, and at least one writing sample.