Health Republic Insurance of New Jersey

Title: Marketing Communications Intern

Location: Newark, NJ

Job Type: Co-op/Internship

Compensation Type: Hourly  Wage: $10/hour


Job Description:

Our company seeks a dynamic, self-starter to assist marketing and communications efforts. Excellent opportunity for communications and/or journalism major to receive hands-on experience in a busy marketing department of a healthcare CO-OP.

Primary Responsibilities:

- Update and help maintain the Company’s social media presence, utilizing Facebook, Twitter, LinkedIn and Instagram accounts.
- Maintain the content calendar for social media on a daily basis and write posts based on current company news and events.
- Design flyers and other marketing material as needed for events hosted by HRINJ.
- Take photos for website and social media posts.
- Assist with photo shoots and video shoots and maintain a photo catalog of HRINJ photos.
- Research information needed for marketing projects.
- Write articles for Healthy Vibes eNewsletter.
- Assist with special events as needed.
- Collaborate with staff on new ideas for marketing and communications.

Qualifications:

- College student studying Marketing/Communications, Public Relations, Journalism or English.
- Firm grasp of tools in the social media space.
- Solid writing skills a must.
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel).
- Knowledge of Adobe InDesign, Photoshop, HTML, graphic design. Adobe Premiere and/or Final Cut Pro a plus.
- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines.
- Enthusiastic, fun and willing to pitch in whenever needed. Sense of humor a plus.
Application Instructions: The internship is available for the 2016 summer semester from June through August. Interns will be expected to contribute at least 15 hours per week, but no more than 25 hours per week for the duration of the project(s). Interns are provided with a stipend of $10 per hour.

To apply, please send your resume, unofficial transcript, and cover letter describing your interest in this Internship to Michael O’Leary, Marketing Communications Coordinator, at moleary@newjersey.healthrepublic.us. You may also email Michael with any questions you may have.

About the Organization:

Now in its third year of full operations, Health Republic Insurance of New Jersey maintains a dynamic and collaborative work environment as we create innovative solutions that put our members’ healthcare needs first.