



PR & Marketing Intern Job Description

Health Alliance for Austin Musicians (HAAM)

About the Role

HAAM is looking for a student or recent graduate to support our mission in a volunteer capacity as a PR & Marketing Intern. As part of the HAAM team, you'll work with and meet people who are passionate about affordable health care and keeping music in Austin alive and well. This is an excellent opportunity for someone interested in health care nonprofits or the Austin music community.

What You'll Do

- Attend music industry events and fundraisers
- Help us grow our social media following and post on our three accounts
- Get to know the back end of our website through helping us keep updated
- Aid in organizing events and fundraisers
- Capture member testimonials
- Build press books and design promotional materials

What You'll Take Away

- Experience in multiple areas of the organization, including PR, marketing, communications, fundraising, and event planning
- Exposure to the Austin music industry
- The inner workings of a growing local nonprofit
- Experience working on a variety of projects both large and small, with the opportunity for project ownership

About You

- Social media savvy. Prior experience managing professional accounts a plus.
- Good with technology and can pick up programs quickly.
- Creative. Photoshop, WordPress, and/or video editing experience a plus.
- Passionate about HAAM's mission
- Motivated and highly organized. Able to execute tasks with limited supervision.
- Excellent written and verbal communication skills. Comfortable on the phone.

Requirements

- Must be a current college student or recent grad
- Must be able to work 12+ hours per week
- Must have access to transportation

If you are interested, please send your resume and cover letter to Jane McMurrey, jane@myhaam.org.