

**Job title:** Marketing and Communications intern

**Company Name:** The Wellness Community of Philadelphia

**Type of Business:** The Wellness Community of Philadelphia is a non-profit organization that provides free support, hope and learning for people with cancer and their loved ones.

**Reports to:** Position reports directly to the marketing and communications director and the executive director.

**Job Description:**

*Duties include but are not limited to the following:*

Assist in the planning, writing and distributing of press materials and media kits.

Follow up, via telephone, email and writing, information sent to media outlets. Help set up interviews with these sources.

Write statistical and other reports and event summaries.

Write and edit company newsletter, annual report and other publications.

Help develop special events, fundraisers and TWCP general activities.

Research and write news releases to help promote special events and programs.

Opportunities to sit in on senior level marketing meetings.

Maintain press clipping files and copies and publication archives.

Update media mailing list.

Update and sort various files.

Answer Wellness Community telephones.

Other duties as assigned.

**Career Fields:** Communications, Marketing, Public Relations, Journalism

**Qualifications:** Undergraduate student, Junior/Senior preferred, must have completed freshman year. Excellent administrative, computer, oral and written communications/public relations skills necessary. Must have ability to work under tight deadlines, be well organized, and have the ability to interact well with the public. Transportation to and from TWCP is necessary, as there is no public transportation available. Finalists will be asked for writing samples, references,

transcripts, and for an in person interview. Please be sure to indicate for which season/term the application is being submitted.

**Compensation:** Yes.

**Compensation Description:** Hourly wage to be determined.

**Offered:** Academic year (Sept.-May), part-time, paid. Summer (May-August), full-time (Friday 3:00 p.m. close), paid.

**To Apply:** Send resume and cover letter via fax, mail or email.

**Location:** Fairmount Park, Philadelphia.

**Address:** The Wellness Community of Philadelphia  
The Suzanne Morgan Center at Ridgeland  
Chamounix Drive, West Fairmount Park  
Philadelphia, PA 19131

**Phone:** 215-879-7733, 888-819-3553

**Fax:** 215-879-6575

**Web:** [www.twcp.org](http://www.twcp.org)

**Contact Person:** Scott Bluebond

**Contact Title:** Marketing and Communications Director

**Contact Email:** [Sbluebond@twcp.org](mailto:Sbluebond@twcp.org)