

## Marketing Intern (Virtual/Hybrid Opportunity)

### Our Mission

The mission of the Riverside Medical Clinic Charitable Foundation (RMCCF) is to improve the health and the quality of life in Inland Southern California through advocacy, education, and service.

### Interning with RMCCF

As an intern, you will benefit from building real-world experience working towards a rewarding mission, while enjoying the flexibility of a remote/hybrid internship (dependent on current covid-19 precautions.) Please note that this is an unpaid internship, but school credit is offered.

### Marketing Internship

RMCCF is seeking a volunteer Marketing Intern to assist with the various marketing programs of RMCCF. Expanding the reach and participation in the support group, scholarship, bullying prevention, and health education programs of RMCCF is the goal of all marketing efforts in this internship opportunity. The marketing intern will also assist with select components of the foundation's annual fundraising gala, working closely with the foundation's Marketing & Events Coordinator.

### This internship is ideal for someone who has experience in:

- Social media content creation and engagement (TikTok, IG, Pinterest, Twitter, YouTube, LinkedIn)
- Canva or Kapwing (basic graphic design or video editing desired but not required)
- Copywriting assistance (research, planning, proofing)
- Google Suite (G Drive, G Sheets, and G Doc)
- Microsoft Office (Teams, Excel, Word)
- Proactively seeking learning opportunities and maintaining a positive attitude in all regards

### Responsibilities

- Required to have a computer, webcam, phone, internet, and ability to access ZOOM video conferencing.
- Spread awareness of foundation programs and services as a "virtual ambassador". Weekly email, phone, and social media outreach (posting, sharing, DM'ing) with tracking and reporting efforts.
- Assist in researching, compiling, and organizing various media, contact, and resource lists.
- Contribute to marketing campaigns and publishing on several social media platforms, including: Later, Agorapulse, Facebook Groups, Eventbrite, Alignable, All In Events, and community calendars.
- Weekly/bi-weekly check-ins via phone, email, chat, or ZOOM

Expected Duration: Ongoing | **Preferred 3-6+ month commitment**

Hours Requested per week: Flexible | **Preferred 5-20+ hours/week. M-F, 8:30 am - 5 pm**

Location: **Remote/Hybrid | Riverside, CA**

**Apply online at:** <https://www.rmcccharity.org/internships/>

For questions, please email Marketing & Events Coordinator at [Alina@RMCCcharity.org](mailto:Alina@RMCCcharity.org).

### About Riverside Medical Clinic Charitable Foundation/Anti-Bullying Institute

Riverside Medical Clinic Charitable Foundation is dedicated to improving the health and quality of life in Inland Southern California through advocacy, education, and service.

For over thirty-five years, the Riverside Medical Clinic Foundation, which was incorporated in 1984 by 19 Riverside Medical Clinic physicians, has pursued a mission of providing health education. In 2013, Riverside Medical Clinic Charitable Foundation (RMCCF), a 501(c)(3) public charity, was incorporated.

RMCCF offers monthly support groups for those living with chronic diseases, and their caregivers, including Alzheimer's, prostate cancer, brain injury and stroke, and endometriosis. In addition, with its community partners, RMCCF presents health-based educational events. In 2014, the Anti-Bullying Institute was introduced to offer hands-on programs designed to empower children, parents, schools, and youth organization personnel to effectively deal with the issue of bullying. In 2019, RMCCF introduced Traveling Triplets, a therapeutic doll memory care program for dementia patients. More information can be found at <https://www.rmcccharity.org/>.