



Internship in Communications and Marketing

The intern will perform a wide variety of tasks for the Hepatitis B Foundation's communications and marketing program, along with the development (fundraising) and special events programs. The intern also may be assigned tasks in those program areas for the Baruch S. Blumberg Institute and the Pennsylvania Biotechnology Center (PABC). The Institute and PABC are nonprofit organizations that are integrated with the Foundation and share the same Doylestown-area campus.

This will be an unpaid, hybrid internship, with a minimum of 12 hours per week. The intern's work will be managed closely by Monique Benvenuti, social media and communications manager, monique.benvenuti@hepb.org, 215-249-7413.

The intern will report to, and be evaluated, by Monique Benvenuti. Tasks will include, but not be limited to:

- Social media content creation and posting;
- Website content creation and posting;
- Monitor, track and report metrics for social media other communications and marketing activities;
- Photographing and recording videos of people and events on the campus;
- Assisting with the creation of plans, schedules, etc., for various initiatives and
- Other communications and marketing tasks, as assigned.

The intern will work on communications for the Foundation's activities around World Hepatitis Day in late July of 2025, when we will celebrate the centennial of Dr. Baruch S. Blumberg. Our efforts will include social media and news media outreach during the celebration employing all of our channels. The intern will contribute to the planning, execution and evaluation, including a written report and internal presentation.

The intern will be invited to make suggestions and offer ideas for new initiatives and content. We will negotiate a regular weekly schedule with at least one day on our campus each week. The intern will be expected to adhere to that schedule, as much as possible, and regularly report on progress.

1/02/25