



**Children's TherAplay**  
The Children's TherAplay Foundation, Inc.

## Job Description – Internship

<b>TITLE:</b>	Marketing & Communications Intern
<b>EMPLOYMENT TYPE:</b>	Unpaid (Volunteer)
<b>SCHEDULE:</b>	Part-Time; 15-20 hours per week
<b>REPORTS TO:</b>	Communications Manager
<b>GENERAL FUNCTION:</b>	The Marketing & Communications Intern is responsible for assisting the Communications Manager with marketing tasks which help raise funds and awareness for Children's TherAplay
<b>REQUIRED EDUCATION:</b>	High School Graduate; currently working towards undergraduate or graduate degree

### WHAT IT TAKES TO SUCCEED:

- Passion for helping others in the special needs community
- Ability to effectively provide customer service to all customers and contacts.
- Ability to maintain the Children's TherAplay brand standards through all communications online and offline
- Ability to think creatively and outside of the box
- Understanding/experience with recent versions of Microsoft Office Suite, Canva, Hootsuite and other like programs
- Graphic design experience a plus

### ESSENTIAL PRIMARY DUTIES:

The following functions describe the essential duties of this role. Other additional related duties may be assigned from time to time.

1. Fulfill summer event sponsorship benefits on Children's TherAplay website and social channels
2. Create promotional social content for TherAplay summer events
3. Promote internal marketing for TherAplay families through waiting room materials, communications board upkeep, etc.
4. Collect video and photo content for use in year-round promotions

5. Assist in updating and creating new marketing materials for outreach opportunities, programs, etc.
6. Oversee communication management tasks including entering interactions in our database, organizing recipient lists and reports, etc.
7. Maintain patient confidence and protect operations by keeping patient information confidential, conforming to HIPAA privacy regulations.
8. Other duties as assigned.

**ORGANIZATION OVERVIEW:**

Located in Carmel, Indiana, The Children's TherAplay Foundation is a not-for-profit outpatient pediatric rehabilitation clinic providing physical and occupational therapy which uses the movement of a horse as a tool in treatment for children with special needs. We provide in clinic speech therapy for our current client base as well with plans to expand the speech program in the future. We treat kids 18 months to 13 years with a variety of diagnosis and developmental delays.

Children's TherAplay is an Equal Opportunity Employer. We are committed to the inclusion of and full participation by all persons in the achievement of our mission.

**RESUME SUBMISSION DIRECTIONS:**

Interested candidates should submit their resume, cover letter and timing of preferred internship to Emily Sigler, Communications Manager at [emcdermott@childrenstheraplay.org](mailto:emcdermott@childrenstheraplay.org).

No phone calls please.

**DISCLAIMER\*** At the completion of the internship position, a contracted position with the foundation is not guaranteed.