



# 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>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>REQUIREMENTS:</b>	The Marketing & Communications Internship is a part-time commitment of 15-20 hours per week.
<b>REQUIRED EDUCATION:</b>	High School Graduate; currently working towards undergraduate or graduate degree.

### PREREQUISITE SKILLS:

- Must have a 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 FUNCTIONS:

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

1. Assist in updating and creating new marketing materials for outreach opportunities, programs, etc.
2. Fulfill sponsorship benefits on Children's TherAplay website and social channels
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. Oversee communication management tasks including entering interactions in our database, organizing recipient lists and reports, etc.
6. Maintain patient confidence and protect operations by keeping patient information confidential, conforming to HIPAA privacy regulations.
7. Other duties as assigned.

**PHYSICAL/ENVIRONMENTAL REQUIREMENTS:**

- Ability to work around horses.
- Ability to sustain frequent
  - Standing, Walking, Bending (forward and sideways), Grasping, Twisting at the waist, Squatting, Kneeling

**ORGANIZATION OVERVIEW:**

Located in Carmel, Indiana, The Children's TherAplay Foundation is a not-for-profit outpatient pediatric rehabilitation clinic providing physical and occupational therapies for children with special needs. A unique aspect of Children's TherAplay's programs is that we incorporate the movement of horses (known as *hippotherapy*) as a therapy tool during physical and occupational treatments.

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 McDermott, Communications Manager, by mail or email. No phone calls please.

Email address: [emcdermott@childrenstheraplay.org](mailto:emcdermott@childrenstheraplay.org)

Mailing address: Children's TherAplay, Attn.: Emily McDermott, 9919 Towne Rd., Carmel, IN 46032

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