



Renew Counseling, Consulting, and Wellness Services LLC  
371 Hoes Lane Suite 200  
Piscataway, NJ 08854  
732-588-8740  
rccwslc.com

## **Intern Job Description: Marketing and Communications Intern**

Renew Counseling, Consulting, and Wellness Services LLC is an independently owned private mental health counseling practice established in 2018. The practice provides telemental health counseling to consumers in New Jersey, Nevada, and Pennsylvania. The goal of the practice is to help individuals improve their wellness and autonomy through mental health counseling.

### **Position:**

Marketing and Communications Intern

### **Description:**

Renew Counseling, Consulting, and Wellness Services LLC seeks a dynamic, initiative-taker to assist with marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of communications and marketing while completing your internship at a mental health counseling practice.

### **Responsibilities:**

- Update and maintain social media presence, including daily monitoring, posting, scheduling, and reporting Twitter and Instagram updates
- Assist in planning, writing, and managing e-blasts and e-newsletters
- Draft, distribute, and pitch news releases, media alerts and other stories
- Design flyers, graphics, e-vites and other marketing material
- Create comprehensive database of targeted businesses and community organizations
- Collaborate with staff on innovative ideas, directions, and tools for marketing and communications
- Prepare weekly reports and maintain regular contact with supervisor

### **Qualifications:**

- Extensive knowledge of available tools and platforms in the social media space

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- Completed or working toward a college degree (junior level and up), preferably in a related field (e.g., Healthcare, Marketing/Communications, Advertising or Public Relations)
- Previous internship or related experience in marketing or communications a plus but not required
- Understanding of the basic principles of communications and/or marketing
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel). Proficiency in Adobe InDesign and Photoshop highly desired.
- Knowledge of HTML, website content management and graphic design a plus
- Possess excellent written and oral communication and people skills
- Ability to communicate in a professional manner with press and community contacts
- Ability to work well independently, and within a team
- Commitment to cultural sensitivity and respect for differences
- Commitment to the continuous improvement of service quality and the organization's mission

**Start Date:**

Spring 2022, requires minimum 4-month commitment

**Hours:**

12 – 20 hours per week

**Location:**

Remote

**Compensation:**

This is a paid internship with a monthly stipend of \$750.00.

**To Apply:**

Please send cover letter, resume and writing sample to Jennifer McClendon at [jmccclendon@rccwsllc.com](mailto:jmccclendon@rccwsllc.com)

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