

Undergraduate Health Leadership Initiative
Summer Internship Program

HealthReach Community Health Center
10 Water Street, Suite 305
Waterville, Maine 04901



About the Organization

HealthReach Community Health Centers is a federally qualified health center with eleven sites scattered throughout Central and Western Maine including the towns of Bethel, Strong, Rangeley, Kingfield, Livermore Falls, Bingham, Madison, Coopers Mills, Belgrade, Albion, and Richmond. A private non-profit with a 46-year history, HealthReach offers integrated behavioral health services, dental services (two sites), psychiatric medication management services sites, and medication assisted treatment services built upon a strong foundation of primary care services. The mission is to provide high quality, affordable, patient-centered healthcare in the medically underserved communities of Central and Western Maine.

Internship Title

Communications/Marketing Intern

Mentor

Katharine Calder

Work location

TBD

Time Commitment

35 - 40 hrs/week

Position Description

The Communications/Marketing Intern will assist with expanding communications initiatives that contribute to the HealthReach mission of providing high quality, affordable, patient-centered healthcare in the medically underserved communities of Central and Western Maine. Projects may include:

- Assisting the communications and information systems departments with the migration of organizational electronic systems to SharePoint, Teams, and OneDrive. Tasks will include development of policies, procedures, standard operational procedures as well as planning/implementing training materials and videos for supervisors and line staff.
- Developing internal and external publications and webpages focused on public health initiatives/messaging with attention to health equity and cultural preferences (such as newsletters, promotional ads, TV slides, brochures).
- Expanding the electronic photography and video files utilized for health center promotion, marketing, and recruitment.

Knowledge, Skills, Abilities and Qualifications

- Expertise in writing, communication, teamwork, research, and technology
- Working knowledge of SharePoint and Teams
- Proficiency in photography and videography and the use of Adobe Creative Suite
- Interest in public health and underserved populations

Rate of Pay

\$13.25

Housing Provided?

No

Other Logistical Issues to be Considered (i.e. travel to meetings or conferences)

Paid mileage when traveling to health centers and networking meetings

Additional Note about the Position

Opportunity to learn about day-to-day operations in rural community health centers which offer medical care with integrated behavioral health