



OPEN POSITION: Marketing and Communications Intern at the Memphis Medical District Collaborative (MMDC)

The Memphis Medical District Collaborative (MMDC) seeks a Marketing and Communications intern to join our growing team. This is a part-time position. Established in 2016, MMDC is a not-for-profit, community development organization committed to strengthening the communities between and around its anchor institutions – major healthcare and educational institutions – including ALSAC / St. Jude Children’s Research Hospital, Baptist Health Sciences University, Le Bonheur Children’s Hospital, Methodist Le Bonheur Healthcare, Regional One Health, Shelby County Health Department, Southern College of Optometry, Southwest Tennessee Community College and University of Tennessee Health Sciences Center. Together, these institutions have more than 25,000 employees, 8,000 students, collective spend of \$1.3 billion, and control more than 300 acres of real estate. The Memphis Medical District is also home to more than 10,000 residents. These institutions, along with local and national philanthropy, area corporations, and collaborative community partners, support the work of MMDC to revitalize the Memphis Medical District and make it a preferred destination to work, live, learn and visit.

MMDC Departments

MMDC’s approach is comprehensive and inclusive of residents, employees, students, and visitors to the district. In addition to connecting the dots across the major healthcare and educational institutions, MMDC also focuses on the following program portfolios:

1. Clean and Safe Streets & Public Spaces – Catalyzing connections between people and place through improvements to the public realm, including parks, streetscapes, sidewalks, plazas and enhanced mobility options. District Ambassador program; Coordination of safety efforts, hospitality assistance and environmental and cleanliness improvements.
2. Development – Fundraising, grant writing and management, and donor/partner cultivation and recognition.
3. Economic Development – Supporting and connecting the diverse neighborhoods in the District through growing and attracting small, minority and women-owned businesses, as well as supporting existing businesses through programs like Buy Local.
4. Marketing and Communications – Promoting organization’s mission, values and impact to various stakeholders through creatively telling the District’s and organization’s story.
5. Real Estate – Cultivating a rich environment for appropriate development through coordinated planning and investment, with a focus on creating mixed-use, mixed income places.
6. Workforce Strategies – Through Hire Local, connecting neighborhood residents to training, education, and employment opportunities where there is a clear career pathway, a livable wage and a growing career field.

Title	Marketing and Communications Intern
Reports To	Director of Communications and Marketing
Summary	<p>We are seeking a dynamic and Marketing and Communications Intern to join our team at MMDC, one of Memphis Business Journal's 2024 Best Places to Work.</p> <p>Memphis Medical District Collaborative (MMDC) is seeking a dynamic and highly motivated Marketing and Communications Intern to join our team. This is a fantastic opportunity for a budding professional to gain hands-on experience in a fast-paced, mission-driven organization. As an intern, you will play a key role in supporting our marketing and communications efforts, helping us to tell the story of the MMDC and our impact on the Memphis Medical District.</p>
Experience and Qualifications	<ul style="list-style-type: none"> • Strong writing and editing skills with the ability to adapt tone and style for different platforms (e.g., social media, newsletters, web). • Familiarity with social media management tools and basic design software (e.g., Canva, Adobe Creative Suite) is a plus. • A self-starter with a passion for community development and the mission of the Memphis Medical District Collaborative.
Salary Range	\$15/HR
Key Benefits	<ul style="list-style-type: none"> • Hybrid schedule • Professional development opportunities
Physical Requirements	<ul style="list-style-type: none"> • Tasks require the ability to exert light physical effort in sedentary to light work, including lifting, carrying, pushing, and/or pulling objects and materials of light weight (5-10 pounds). • Lifting/moving supplies • Tasks may involve extended periods at a keyboard or workstation.

Essential Duties and Responsibilities:

- **Content Creation & Management:** Develop and produce engaging content for various digital platforms, including social media, newsletters, and our website. This includes writing copy, creating graphics, and editing videos.
- **Social Media Support:** Assist in the day-to-day tasks of all MMDC social media channels. This includes creating graphics and videos, monitoring engagement, and identifying trends to optimize our content strategy.
- **Copywriting:** Craft clear, compelling, and consistent messaging for multiple audiences and platforms, ensuring all content aligns with the MMDC's brand voice.
- **Campaign Support:** Assist with the execution of marketing campaigns and events, from ideation to post-event analysis.

Submittal

If you are interested in applying, please upload your resume and cover letter [here](#) or <https://wkf.ms/3HR4oAp>.

You must provide at least three writing samples that demonstrate your ability to write for different platforms (e.g., a social media post series, a newsletter excerpt, a blog post, or a web page copy).

NO PHONE CALLS. For more information: www.memphismedicaldistrict.org

