

Communications Internship Opportunity at The Myositis Association

About The Myositis Association

The Myositis Association (TMA) is the leading international non-profit association committed to addressing the needs of myositis patients and their care partners, raising awareness among the medical community, and supporting research into myositis diseases. Myositis is a collection of rare autoimmune diseases involving chronic inflammation or swelling of the muscles often occurring with other symptoms. These conditions affect approximately 75,000 people in the United States. TMA has 40+ support groups, a robust online community, and a dedicated Medical Advisory Board comprised of the world's leading myositis researchers and clinicians whose goal it is to find cures, provide patient support, and to increase patient and provider awareness of myositis around the globe.

Position Description

TMA seeks a current college student, current graduate student, or recent college graduate who is interested in serving as a Communications Intern.

Communications Interns support ongoing communications efforts by assisting with media relations, marketing, and communications strategy and planning. The Intern will participate in producing and planning content for TMA's social media platforms, including Facebook, Twitter, LinkedIn, and YouTube, as well as social media analytic tracking. Work also includes communications support for TMA's Annual Meeting, drafting blogs and press releases, producing educational materials, drafting correspondence, and copyediting content. This position will report directly to the Executive Director, Mary McGowan.

Specific Responsibilities

Responsibilities include, but are not limited to, the following:

- Assisting with developing social media calendar
- Interest in communications field for the nonprofit sector
- Assisting with social media content and analytics tracking for Facebook, Twitter, LinkedIn, and YouTube
- Drafting correspondence, blogs, press releases, and educational materials
- Identifying and stewarding media contacts
- Assisting with mailings, filing, and special projects as needed

Qualifications

- Passion to learn and grow
- Knowledge of social media platforms (Facebook/Facebook Ads/Facebook Live, Twitter/TwitterChats, LinkedIn, and YouTube) and ability to pull and create social media reports
- Strong organizational and follow-through-skills

- Knowledge of Microsoft Office Suite
- Clear written and oral communication abilities
- Strong interpersonal skills and attention to detail

Hours, Start Date and Duration

The position is based in Alexandria, Virginia. Interns will be expected to work during business hours—9 am-5:00 pm. A firm commitment of 20 to 30 hours per week is required. The internship will start at a mutually agreed upon date and may continue further depending on mutual interest and satisfactory performance.

How to Apply

To apply for the Communications Internship at TMA, please email your resume and a cover letter expressing your interest in the position to Mary McGowan, Executive Director at mcgowan@myositis.org. Please include “Communications Internship” in the subject line of your email.

Applications will be accepted until the position is filled. TMA will work with students and their colleges or universities to complete any documentation required.

While the above is a description of the essential functions of the position, other duties may be assigned. This internship description is subject to change at the discretion of management.