



**JOB TITLE:** Marketing Communications Intern  
**DEPARTMENT:** Marketing and Communications  
**REPORTS TO:** Director of Marketing and Communications

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**About CICOA:**

CICOA Aging & In-Home Solutions is seeking qualified candidates for a paid summer internship in marketing and communications. CICOA is a not-for-profit agency and the premier source of information, advocacy and support services in Central Indiana for older adults, people of any age with a disability and family caregivers. As a state-designated Area Agency on Aging (AAA), CICOA links people with a wide range of home- and community-based services, including care management, home health care, home-delivered and neighborhood meals, transportation, home accessibility modifications, respite care and caregiver support.

CICOA is Indiana's largest AAA and serves Boone, Hamilton, Hancock, Hendricks, Johnson, Marion, Morgan and Shelby Counties, where more than 26 percent of the population lives. Annually, CICOA's Aging & Disability Resource Center handles more than 89,000 calls from people seeking assistance with aging and disability issues.

**POSITION SUMMARY:**

The Marketing Communications Intern assists the Director of Marketing and Communications with strategic communication activities in support of CICOA's brand position and strategic plan objectives.

**REPRESENTATIVE DUTIES AND RESPONSIBILITIES (BASED ON INTEREST AND SKILL):**

- brand messaging
- public relations
- media relations
- social media
- writing
- graphic design
- video production
- photography
- advertising
- web site development
- event planning



**QUALIFICATIONS:**

- Two or more years of study in communications, journalism, marketing, public relations or a related field, with at least a 3.0 GPA;
- Proficiency in Microsoft Office Suite and Adobe Creative Cloud applications.
- Strong organizational skills and ability to meet deadlines;
- Exceptional written and oral communication skills;
- Proficiency in Microsoft Office Suite and Adobe Creative Cloud applications.
- Graphic design and video skills also a plus.

**PHYSICAL REQUIREMENTS:**

Position requires ownership of a Smartphone.

**COMMENTS:**

The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the incumbent in this position. All personnel may be required to perform additional duties outside of their normal responsibilities from time to time, as needed.

**APPLICATION PROCESS:**

If you are interested in applying for this position, send an email expressing your interest to [volunteer@cicoa.org](mailto:volunteer@cicoa.org).

- Put “Marketing Communications Internship” in your email subject heading.
- Attach your résumé.
- Attach school guidelines/learning objectives for internship.
- In the body of the email, please include:
  - Your school and department;
  - When you are available to begin;
  - Why you are interested in this internship.