



Making the most of life and the least of cancer since 1945.

Marketing and Communications Intern

About Little Red Door Cancer Agency:

Fighting cancer is tough enough, but it is even harder when you don't have medical insurance or the resources to afford proper care. Little Red Door has been making the most of life and the least of cancer since 1945. Our vision is to eliminate the burden of cancer for medically underserved Hoosiers.

Description:

Little Red Door seeks an innovative and self-motivated intern to assist in marketing and communication efforts for the Agency. The Marketing and Communications Intern will be responsible for assisting in content creation for the Agency that will support our mission to make the most of life and the least of cancer in our service area. The intern will report directly to the Senior Manager of Marketing and Communications.

Responsibilities:

- Collaborate with team members to gather content from all areas of the Agency and/or the community, including photos, interviews, stories, etc. for Little Red Door's print and e-newsletters.
- Assist in the creation of media pieces that will be used in all Little Red Door office locations.
- Maintain and organize Little Red Door asset library of photos, logos, and other digital files.
- Take photos at Agency events, when needed.
- All other duties assigned.

An ideal candidate must:

- Be entrepreneurial in spirit.
- Be responsible, flexible, hard-working, ethical, and committed to the mission of Little Red Door.
- Have excellent attention to detail and be able to meet deadlines.
- Be creative and think outside the box.
- Possess solid oral and written communication skills.
- Have completed or be working toward a college degree, preferably in a related field.
- Work well individually as well as with a team.
- Have their own transportation.
- Experience with Canva is preferred, but not required.
- Experience with the Classy giving platform is a plus, but not required.

Intern Duration:

- Spring – Summer 2024
- 20 hours/week minimum. Schedule is flexible.

Location:

The Intern will work out of Little Red Door's Indianapolis office located at 1801 N. Meridian Street.

Compensation:

This opportunity is unpaid, however, a \$1,000 accommodation stipend and some other work-related reimbursements will be provided. Students may receive course credit for their internship.

To Apply:

Please send a resume and cover letter to Dalton Clouse at dclouse@littlereddoor.org.