Social Media & Graphics Support

**Compensation:** Unpaid

**Job Type** Intern

**Location** Hybrid

**Department** Office of Communications and Marketing

**Grade Level** Undergraduate

### Position Summary

The Social Media and Graphics intern in the Office of Communications & Marketing will be working primarily with the Digital Content Developer to help support the department’s social media presence. This will include:

- working with existing templates in Canva to create fresh graphics and animations to be used on MCDPH social media channels
- writing and storing descriptive alt text for each graphic created, and adding in alt text to support accessibility on our social media channels
- creating weekly graphics listing our upcoming vaccine events in the community to be posted on social media and cross-checking the information on the website to ensure information is accurate
- contributing visual screenshots to the monthly web and social media analytics report to create an easy-to-read report highlighting top-performing content on our social media channels

### Internship Goals

**Goal 1.** The intern will support content creation for social media to promote community immunization events for each month of the internship.

**Goal 2.** The intern will assist in the creation of monthly social media report presentations in PowerPoint by the 15th of each month.

### Internship Deliverables

As an intern, you will create:

1. At least 10 social media graphics or animations and write descriptive text for each graphic for public health campaigns within the internship time period.

### MCDPH Overview

The Maricopa County Department of Public Health, the 3rd largest health jurisdiction in the U.S., lives by our mission to protect and promote the health and well-being of all of our residents.
We focus on health equity and a data-driven approach to our work. We value our staff’s unique skills and differences, as well as the varied experiences and disciplines we represent. We come together to reach our vision of creating a healthy, safe, and thriving community.

**Preceptor & Office Information**

**Angela Moreth**  
Digital Content Developer  
Office of Communications and Marketing

The Office of Communications & Marketing distributes information to the public and promotes the programs and services our department provides. Using multiple methods of outreach and marketing, we contribute to the MCDPH mission by improving awareness and access to our programs and services to the public. Our office works with the media to help disseminate important and timely public health information, works with programs individually to market their services, and maintains digital communications externally and internally.

**Hours & Compensation**

Minimum of 10 hours per week  
Unpaid position

**Intern Requirements**

**Language Requirements.**

- English Proficiency

**Desired Areas of Study.**

- Business, Economics, Entrepreneurship  
- Communications and Journalism  
- Marketing

**Desired Skills.**

- Communications and Marketing  
- Graphic Design  
- Research

Maricopa County is an EEO/ADA Reasonable Accommodation Employer.