

Job Title: Membership and Marketing Intern

Location: Washington, DC

Time Frame: January 6, 2025 – December 19, 2025 (with quarterly evaluations)

Structure: In our office 3 days per week in Washington, DC with a possibility for remote options during the summer months.

About TRCC:

The Root Cause Coalition a national coalition of organizations resolved to reverse and end the systemic root causes of health inequities through cross-sector partnerships. As a member-led organization, we are driven by our diverse community of dedicated members and supporters who are passionate about addressing social drivers of health. We are seeking a dynamic and motivated Membership and Marketing Intern to join our team and contribute to our mission.

Position Summary:

The Membership and Marketing Intern will support the membership and marketing teams in developing and implementing strategies to enhance member engagement, recruitment, and retention. This role provides an excellent opportunity for hands-on experience in non-profit management, marketing, and community outreach.

Key Responsibilities:

1. *Membership Support – 40%*

- Assist in managing member databases, including data entry, updates, and accuracy checks.
- Support the creation and distribution of membership communications, including newsletters, updates, and renewal notices.

2. *Marketing and Outreach – 40%*

- Contribute to the development of marketing materials, including social media content, newsletters, and promotional campaigns.
- Assist in executing digital marketing strategies, including email marketing, social media campaigns, and website updates.

3. *Administrative Support – 20%*

- Provide general administrative support to the membership and marketing teams, including scheduling meetings, preparing reports, and organizing files.
- Assist with other tasks and projects as needed to support the coalition's goals and objectives.

Qualifications:

- Currently pursuing or recently completed a degree in Marketing, Communications, Non-Profit Management, Business Administration, or a related field.
- Strong written and verbal communication skills with a keen eye for detail.

- Familiarity with social media platforms, email marketing tools, and basic graphic design software (e.g., Canva, Adobe Creative Suite) is a plus.
- Ability to work independently as well as collaboratively in a team environment.
- Strong organizational and time-management skills, with the ability to handle multiple tasks and deadlines.
- Passion for the mission of TRCC and a commitment to making a positive impact.

Benefits:

- Gain valuable experience in non-profit membership management and marketing.
- Opportunity to work with a dedicated and passionate team.
- Networking opportunities with professionals in health equity.
- Flexible schedule with potential for remote work.
- Monthly stipend

Application Instructions:

To apply, please submit your resume and a cover letter detailing your interest in the role and relevant experience to TRCC President, Dr. Mya O. Price, at mprice@rootcausecoalition.org.

The Root Cause Coalition is an equal-opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees and applicants.

Contact Information:

For inquiries, please contact TRCC President, Dr. Mya O. Price, at mprice@rootcausecoalition.org.