



Communications and Marketing Internship—Dining Out For Life 2022

Mission Statement: PCAF, through education and service, prevents HIV infection, assists persons affected by HIV/AIDS, addresses related health problems, and combats associated stigma and discrimination.

As a Communications and Marketing Intern, you will be assisting in the planning and execution of Dining Out For Life. Dining Out For Life is an international fundraising event that benefits local HIV and AIDS organizations through a day of dining out. Over 50 restaurants throughout the South Puget Sound commit to donating 25-100% of their profits on Tuesday, July 26, 2022 to PCAF.

Potential Responsibilities:

- Research potential new restaurants and assist with the recruitment of both new and returning restaurants
- Create and distribute materials for restaurants
- Work with the Development Coordinator to create videos to train volunteer ambassadors and participating restaurants
- Develop social media content for Dining Out For Life including Instagram, and Facebook channels
- Manage the Dining Out For Life blog on POZ.com
- Assist with the recruitment of volunteer ambassadors

Desired Qualifications:

- Excellent written and verbal communication skills
- Creative, detail-oriented, and organized
- Computer skills including Google Workspace, social media, and Adobe Creative Suites. Database experience is a plus!

Benefits:

- Gain experience in marketing, communications, and event planning in a non-profit setting
- Opportunity to strengthen our community by supporting the work of PCAF
- Tailor internship to fit into career goals! Build your portfolio, network, or reach your professional development goals.

Time Commitment:

May through August, 5-10 hours per week. Flexible within PCAF's business hours: 9:00 AM – 5:00 PM Monday-Friday.

Compensation

This is a paid position – \$15/hr – with potential for school credit by the college/university of the applicant.

How to apply:

Send cover letter and resume to Wilmer Galindo, Development Coordinator at wgalindo@pcaf-wa.org

PCAF is an equal opportunity and Affirmative Action Employer. PCAF does not discriminate on the basis of ethnic origin, color, gender, marital status, sexual orientation, political affiliation, age, creed, religion, ancestry, national origin, or the presence of any sensory or physical disability, including HIV status. Smoking is not permitted on the premises.

Candidates for internship at PCAF should be aware that this is a unique work environment in which topics of sexuality and sexual orientation are an integral part of our everyday prevention and care work, and are often discussed openly. Individuals who are uncomfortable with such topics, discussions, and the occasional related graphic representations may choose not to intern at PCAF.

Vaccination: Governor Inslee's Proclamation on the COVID-19 vaccines prohibits "any Worker from engaging in work for a State Agency after October 18, 2021 if the Worker has not been fully vaccinated against COVID-19". Because PCAF receives State funding, this proclamation applies to our employees and interns, and requires that employees of PCAF be fully vaccinated against COVID-19 unless a medical or religious exemption is approved. Being fully vaccinated means that an individual is at least two weeks past their final dose of an authorized COVID-19 vaccine regimen. As a condition of internship, newly hired employees will be required to provide proof of vaccination.

