

## MARKETING INTERN

As an entity of the Confederated Tribes of the Goshute Reservation, we, at Sacred Circle Healthcare, preserve the Goshute heritage of protecting and caring for family and extend the tradition to all marginalized and underserved populations in our area. We refuse to let access, ethnicity, or socioeconomic status restrict someone from receiving complete healthcare.

**Interested in joining our team?** We are looking for people who are genuine, kind, ambitious, positive, and helpful - exceptional people building on a celebrated heritage who are passionate about delivering uncompromising care - people who make a difference every day no matter what their role or position. If you are looking for a job where the work you do impacts lives for the better every day, you are in the right place!

Sacred Circle Healthcare is seeking a part-time Marketing Intern for our main clinic in Salt Lake City, Utah.

**General Overview of the Internship:** The Marketing Intern will have the opportunity to get exposure to different Marketing disciplines, develop skills in project management, understand best practices and learn how Marketing professionals' partner with functional leaders throughout the organization to achieve business results. The internship is an excellent opportunity for candidates interested in pursuing a career in Marketing and gaining experience working with a small team. The intern will also learn and gain experience working in a healthcare clinic owned and operated by the Confederated Tribes of the Goshute Reservation, which is governed by the Tribe, Tribal law, and rules and regulations based on Tribal contracts and agreements with the Federal Government.

**About the Internship Program:** The Sacred Circle Healthcare Marketing Internship is a paid program with the length of the internship based on Student requirements and SCHC needs. The experience is primarily project-based work with opportunities to receive skill development, mentoring and opportunities for self-reflection.

**Program Goals:** 1) Contribute to student career development & success through real work experience; 2) Develop collaboration skills for a diverse, multi-generational workforce; 3) Offer hands-on experience in the student's field/function of study; 4) Provide a safe learning environment for professional development

**Learning Objectives:** Students will have the opportunity to develop their skills in: 1) data analysis and data-driven decision making, 2) business writing, 3) interpersonal communication & emotional intelligence, 4) brand management, 5) networking and, 6) Marketing management as well as enhance their understanding of Marketing best practices and the field of healthcare.

<b>Reports To:</b>	Marketing Specialist
<b>Department:</b>	Marketing
<b>Business Unit:</b>	Strategy
<b>Patient Care:</b>	No
<b>Worker Status:</b>	Temporary, hourly
<b>Benefits Eligible:</b>	No
<b>Hours Per Week:</b>	10 to 15

## **Job Posting – Marketing Intern**

**Work Schedule:** To Be Determined with the availability of 8:00 am – 6:00 pm Monday through Friday. Evening and weekend work may be required depending on position requirements.

**Location:** Salt Lake Main Clinic

**Supervisory Responsibilities:** None

**Closing Date:** November 9, 2021, or open until filled.

**Apply:** Send your resume and any pertinent application materials to - jobs@schc.net, please state which job you are applying for; or visit our website!

**Contact:** Mark Wiesenberg, [markw@sacredcircle.com](mailto:markw@sacredcircle.com); 801-359-2256 ext. 177

### **Major Responsibilities/Tasks:**

- Assists Marketing professional with daily operations, social media scheduling, maintaining website, brand management, distribution of marketing materials, and development of company newsletter.
- Conducts further research into target audiences.
- Learns marketing tools for developing email lists and other prospect lists
- Compiles and examines data to provide information or make recommendations on best practices.
- May gain knowledge about S.E.O and best digital marketing practices
- Answers basic questions regarding Marketing inquiries and other pertinent information to employees.
- Navigates and learns various systems as necessary and in relation to managing Marketing information.
- Works on special projects related to Marketing i.e. conducting competitive analysis, auditing current programs and procedures, maintaining vendor and agency relationships, collecting data, developing new Marketing programs and creating reports or presentations.

### **EDUCATION & EXPERIENCE:**

- Currently enrolled as an Undergraduate Student at an institution of higher education
- Familiarity with basic Marketing and business terminology.
- Currently working towards a degree in a related field such as Business Administration, Marketing, Public Relations, Communications, or Advertising.
- Experience with Microsoft Office Suite.

### **KNOWLEDGE, SKILLS, & ABILITIES:**

- Entry level knowledge of Marketing principles, practices, and functions of effective management
- Skill in creative problem-solving
- Skill in delivering exceptional customer service
- Skill in teamwork and collaboration
- Skill in effective written and oral communication
- Skill in organization and planning
- Skill in basic graphic design
- Ability to exercise initiative
- Ability to make recommendations to improve business practices

**Job Posting – Marketing Intern**

- Ability to execute and complete assigned projects and tasks
- Ability to work with integrity and ethically
- Ability to keep confidentiality in all Marketing matters while upholding to organizational values
- Strong attention to detail

**Additional Information – Join us as we are Redefining Compassionate Healthcare, together!**

As group of 4 healthcare clinics, diversity drives our identity. We are proud of our Native American heritage. Whether you are seeking your first job, transitioning back into the workforce, looking to start your career, or grow an existing one, Sacred Circle Healthcare walks with you. We need you for what you can do.

Sacred Circle Healthcare/Confederated Tribes of the Goshute Reservation gives preference to qualified American Indian/Alaskan Native Applicants