



COHI Communications Intern Job Description

Summary: The Connecticut Oral Health Initiative (COHI), a Connecticut non-profit committed to strengthening and safeguarding access to quality, affordable oral health services for all Connecticut residents, seeks a dynamic, detail-oriented, and creative individual to assist with the organization's communication outreach efforts. This internship will provide a unique hands-on experience in numerous communication-related areas with Connecticut's only non-profit solely focused on improving oral health care for all.

The Communications Intern will work independently on projects as well as with the COHI team to help promote its message, policy initiatives, and upcoming events. The internship will take place with a hybrid in-person and remote work. The intern will be reporting directly to the Communication Manager and Executive Director. The experience will be hands on and educational.

Start Date: Beginning of Fall or Spring 2025 Semester

Hours: Must be available at least 8 hours per week

Location: Hybrid schedule preferred in Hartford office (53 Oak Street)/remote

Qualifications:

- Enthusiasm for advancing the mission of COHI and oral health care issues for the underserved
- Understanding of social media tools and platforms or the ability to learn quickly, including Facebook, Instagram, X, LinkedIn, and Buffer (or similar social management platforms)
- Proficiency or the ability to learn word processing, PowerPoint, Canva, Constant Contact, and WIX (or similar website design platforms)
- Understanding of the basic principles of public relations
- Possesses excellent written and oral communication and interpersonal skills
- Ability to create media advisories, press releases, Op-Eds, and digital newsletters
- Self-starter, good time management, creative, with the ability to communicate in a professional manner
- Ability to work well independently, as well as within a team

Responsibilities include:

- Assist in planning, writing, and managing social media content, e-blasts, and e-newsletters
- Updating organization website using WIX platform
- Design event/program fliers, brochures, graphics, and other marketing materials
- Coordinate media relations & distribute press materials to gain coverage for COHI activities
- Monitor the news for oral healthcare-related stories
- Collaborate with staff on new ideas, directions, and tools for marketing/communications

HOW TO APPLY: To be considered, please send a cover letter and resume to Executive Director Gary Turco at gary@ctoralhealth.org.

About COHI:

Our mission is to strengthen and safeguard access to quality, affordable oral health services for all Connecticut residents. **Our vision** is that all Connecticut residents will have equal opportunity to obtain the services needed to maintain good oral health. COHI builds towards its mission and vision by:

- Leading and collaborating in statewide oral health advocacy efforts
- Serving as an expert resource on oral health policy
- Analyzing and disseminating oral health policy recommendations
- Communicating the impact of structural and social factors on oral health
- Promoting the necessity of good oral health for overall health and well-being

Learn more about us at www.ctoralhealth.org and on social media @CTOralHealth.