

The UAW Retiree Medical Benefits Trust – a non-governmental purchaser and administrator of retiree health care – is searching for a strong candidate for a paid communications internship.

This opportunity is for a passionate (preferably) senior or recent college graduate interested in expanding their communications writing ability and healthcare industry experience. This is a paid, semester-long internship beginning January 2019 and is located in the Detroit office.

Qualifications:

- Superior written and verbal communication skills.
- Deliver grammatically correct, typo-free copy.
- Strong attention to detail.
- Strong creative thinking and problem-solving skills.
- Work well in teams.
- Proficient in Microsoft Office (PowerPoint, Word, Excel).
- Experience with website management programs (WordPress, etc.) and newsletter development programs (MailChimp, Constant Contact, etc.).
- Experience with design (Adobe Photoshop, Illustrator, or similar) and/or video editing programs is a plus.

Responsibilities:

- Content development for materials including website, intranet, newsletters, brochures, letters and more.
- Development of a newsletter.
- Assist in website content management.
- Monitor for and develop daily news summaries.
- Conduct research on health-related topics.
- Contribute to strategic idea generation.
- Assist with event logistics.

For more information about the UAW Retiree Medical Benefits Trust, visit www.uawtrust.org. Interested candidates should email a cover letter and resume to Karen Blair kblair@rhac.com.