



**POSITION:** Digital Communications Intern (Paid)

**REPORTS TO:** Digital Engagement & Communications Manager

**LOCATION:** Washington, DC and remote locations

**POSITION TYPE:** Internship, Summer 2024

### **About the Melanoma Research Alliance and Our Impact**

The Melanoma Research Alliance (MRA) is the largest private non-profit funder of melanoma research worldwide. Founded in 2007, MRA's mission is to end suffering and death due to melanoma by advancing the world's most promising science and research. MRA provides critical funding for melanoma research that propels advances in prevention, diagnosis, treatment, metastasis, and survivorship.

MRA brings together a global brain trust in science and cancer research, providing them with funding and flexibility to pursue their most innovative ideas. This enables our funded researchers to make discoveries and breakthroughs in record time.

MRA-funded researchers have been behind every major melanoma research breakthrough. Since our inception, more than 17 new therapeutic approaches for melanoma have earned FDA approval. Today, patients have more treatment options than ever before and many are living longer, fuller lives as a result. The melanoma community is leading the way for oncology as a beacon of innovation and scientific excellence. Despite this progress, it still is not enough, as half of patients facing advanced melanoma are still not benefiting from available treatments and with more than 100,000 new cases of melanoma that will be diagnosed in the United States this year, there is more critical work to be done.

MRA is recognized as one of the most fiscally efficient non-profits in the country. Because MRA's Founders, Debra and Leon Black, generously cover 100% of MRA's administrative and operating costs, every dollar donated is invested directly into MRA's scientific and research program.

MRA is hard at work unraveling some of the biggest unanswered questions facing melanoma patients today. Breakthroughs happen when we work together. Join our team!

[www.curemelanoma.org](http://www.curemelanoma.org)

### **About the role**

As a Digital Communications intern, you will play a crucial role in enhancing MRA's online visibility and engagement. You will work closely with the Communications and Digital Engagement team and MRA leadership to develop and implement digital media strategies that align with MRA's mission and goals. This internship represents an excellent opportunity to gain hands on experience in digital media in a science driven, skin health and wellness environment.

**What you will do:**

- Assist in the creation, scheduling, and publishing of engaging content across various social media platforms (Instagram, LinkedIn, X, Facebook, TikTok, etc)
- Monitor and analyze social media performance using analytic tools to identify trends, insights, and areas for improvement.
- Engage with MRA's community, respond to comments and messages, and foster what makes MRA unique, special, and relevant to the melanoma community.
- Collaborate and brainstorm on creative campaigns and digital communications plans.
- Play a role in MRA's website refresh, content strategy, content migration and syndication of MRA content across digital channels.
- Provide your own point of view of where there are opportunities to strengthen, expand and deepen MRA's brand presence, voice, and visual identity.

**What you bring and your eligibility:**

- MRA encourages candidates from diverse backgrounds and perspectives to apply.
- College students (rising juniors or above – must have at least two years of college completed by the internship start date), recent graduates and graduate students are eligible to apply.
- Strong understanding of major social media platforms and their best practices
- Creative mindset with the ability to generate innovative ideas and content.
- Basic knowledge of social media analytics (e.g. Google Analytics, Hootsuite, Spout Social)
- Basic knowledge of Adobe Suite (Premiere, Photoshop, InDesign) as well as basic knowledge of Canva.
- Ability to work independently as well as collaboratively in a team environment.
- Knowledge of Microsoft Office applications.
- Enthusiasm for learning and staying up to date with digital marketing trends.

**What you will learn:**

- The significant and tangible impact we make every day.
- Hands-on experience in digital marketing and social media management
- Mentorship and guidance from experienced communications and digital engagement professionals.
- Opportunities to contribute meaningfully to real projects and campaigns.
- How to accelerate mission driven work in coordination with our talented team

**Compensation and the Fine Print:**

- The rate for this summer internship is \$20 per hour, with a commitment of 16-24 hours per week. MRA provides a flexible working environment.
- While MRA's headquarters are based in Washington, DC, we will consider fully remote candidates.
- All intern candidates must successfully complete a security background check.
- We are interested in qualified candidates who are eligible to work in the United States. Please note, we are not currently sponsoring visas. Being authorized to work in the U.S. is a precondition of this internship opportunity.

*The statements herein are intended to describe the overall nature and level of work being performed by interns and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.*

**How to apply:**

Please send a cover letter and resume to [employment@curemelanoma.org](mailto:employment@curemelanoma.org) with the following subject line:  
**Digital Media Intern**

Only short-listed candidates will be contacted.

No phone calls please. All inquiries will be held in confidence.

**What you can expect if you move forward in the recruitment process:**

- Initial interview with Digital Engagement & Communications Manager.
- If you are selected for the next round, interview with the Communications & Engagement Director.
- Reference check and background check
- Offer

**Our culture and commitments:**

Every person at MRA is treated with respect, supported with resources and training, and exposed to a broad range of experiences. We foster a space for growth with opportunities to share knowledge and passion with colleagues and the scientific and patient communities we serve. We are committed to building a diverse workforce and creating an inclusive environment where everyone can thrive. Our leadership is actively involved in our commitment to diversity and inclusion, and fostering a culture that creates opportunities for everyone.

MRA upholds an equal opportunity employment policy and employs personnel without regard to race, creed, color, ethnicity, national origin, ancestry, religion, sex, sexual orientation, gender identity or expression, marital status, age, physical or mental ability, veteran status, military obligations, genetic information, or any other basis protected by applicable law.

This policy applies to all applicants, employees, interns, consultants, and third-party workers.

To request a disability accommodation to participate in the job application or interview process, please contact us at [info@curemelanoma.org](mailto:info@curemelanoma.org).