BioHealth Innovation, Inc. (BHI) is a nonprofit organization focused on supporting BioHealth entrepreneurs and related industry growth in Montgomery County and the BioHealth Capital Region (Maryland, D.C. and Virginia). We are seeking an energetic and motivated Marketing intern to assist with communications-related projects that require graphics and graphic design experience, website and contact/outreach database maintenance, and other program/administrative support duties as assigned. Graphic design experience mandatory. This position is estimated to be up to 25 hours per week and would start immediately. There is opportunity for continuation of the internship. In addition to the responsibilities listed below, the intern may attend meetings and programs to understand the full work of BHI and how the organization accomplishes its mission through constituent outreach and support, commercialization and partnership activity.

**JOB DUTIES**
- Support creation and updating of wide range of material related to various BHI programs and activities
- Website updates and maintenance
- Newsletter database updates and maintenance

**OTHER DUTIES**
- Assist Managing Director and other BHI staff in various administrative duties related to BHI grant proposals, programs, and events
- Support of social media outreach, newsletter, and website content

**DESIRED QUALIFICATIONS**
- Enthusiasm and interest in entrepreneurship and/or non-profit administration
- Advanced knowledge of Microsoft Office Suite
- Knowledge of Microsoft Publisher or Adobe Illustrator preferred
- Ability to learn new software programs quickly
- Strong written and oral communication skills
- Ability to manage multiple projects and tasks simultaneously
- Flexibility and ability to work independently

To apply, please send a resume to Jemarie Haskin - Accounting, Operations and Human Resources Assistant at jobs@biohealthinnovation.org

Location: Rockville, Maryland United States
Desired Class Level(s): Junior, Senior
Salary Level : 15.00
Job Function: Arts/Design/Planning, Communication, Marketing/Sales, Research
Approximate Hours Per Week: up to 25hrs

**To Apply:**
Log on to Career Connector and search Job ID #10927