

— Hospital Sisters —  
**MISSION OUTREACH**  
— *A healing presence for the life of the world* —

Hospital Sisters Mission Outreach

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Placement classification: Marketing & Communications Intern

**Job Description:** part time, developing and implementing an ongoing marketing and communications campaign for Mission Outreach. Majority of the time will be spent developing and writing marketing materials, updating website, as well as working in conjunction with the President/CEO and the Development and Public Relations Manager to develop and implement an ongoing plan for marketing and communications.

**Agency Description:** Hospital Sisters Mission Outreach is a non-profit organization which specializes in the recovery and responsible redistribution of surplus medical supplies and equipment. We partner with 45 hospitals and various clinics, primarily in Illinois and Wisconsin. Our purpose is two-fold:

1. provide hospitals/clinics in the United States an environmentally-friendly way to dispose of quality equipment and supplies that they no longer need
2. meet the medical needs of hospitals and clinics, located in some of the most poverty-stricken areas of the world as they work to meet the medical needs of the underprivileged.

**Learning Experience:** This will be an opportunity for the right person to gain knowledge and first-hand experience in the areas of marketing, communications, and business development. In addition, the intern will understand the workings of non-profit organizations.

**Number of hours needed:** Ten hours per week minimum. Prefer student to work over the span of two semesters for a total of 300 hundred hours. (Can earn 3 credit hours each semester.)

Updated: October, 2009