



Website and Digital Event Management Intern  
JOB DESCRIPTION

**I. PURPOSE OF THE JOB (What are the end results or objectives of this position? Why does the job exist?)**

This job is a hybrid, temporary, non-benefits eligible, 20 hours a week internship to assist with Women Swimmin' for Hospicare—a major fundraising event for Hospicare—being held Saturday, August 9th, 2025, from 6:00 am – 12:00 pm.

Attendance at the event, as well as set-up and breakdown, are expected.

Responsibilities include keeping the womenswimmin.org website updated; ensuring data across platforms is consistent and in a usable format; and updating the event's social media page. Additional duties may include developing and organizing an event program and other event materials; tracking corporate sponsor benefits and payments; and assisting staff and volunteers as needed.

**II. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES (What duties are required for the position to exist? Estimate the percentage of time spent in each.)**

Website Management 40%

Oversee upkeep of womenswimmin.org website data including monitoring and addressing duplicated records; developing pre-populated messages; building pages.

Social Media and Publicity: 15%

Create and post social media designs or communications. Write and post “shoutouts” to corporate sponsors and underwriters, create “Why I Swim Wednesday” images, and schedule them to post on social media.

Participant & Volunteer Communications 15%

Assist with developing and delivering email communications to various team members including, but not limited to compiling and distributing weekly newsletters, developing email templates, etc.

Material Development 15%

Work with Development and Communication team to design event materials.

Other Duties 15%

See below

**III. OTHER DUTIES AND RESPONSIBILITIES (Responsibilities/important duties performed occasionally or in addition to the essential duties of the position.)**

Assist with corporate sponsor tracking and other programmatic duties as assigned.

**IV. SUPERVISORY RESPONSIBILITIES (Provide the number and type of employee supervised, level of authority to hire and fire or to make recommendations.)**

None



**V. KNOWLEDGE AND SKILLS (Indicate which are required, preferred, or desirable. Include licenses and certificates.)**

- Positive customer service skills (required)
- Excellent communication skills (required)
- Exceptional attention to detail and is well organized (required)
- Ability to follow oral and written instructions (required)
- Enjoys work with diverse groups of people (required)
- Interest in community development and/or Hospice and Palliative Care (required)
- An eye for design (preferred)
- Creativity and social media communication (preferred)
- Previous website experience (preferred)
- Basic understanding of event logistics (preferred)

**VI. FISCAL RESPONSIBILITY (Budgeting responsibilities, approval privileges on purchase orders and check requests, reporting and auditing functions.)**

None

**VII. PUBLIC CONTACT (Within and outside the organization)**

Hospicare's social media pages, phone conversations with donors and fundraisers, in-person communication at Hospicare events.

**VIII. PHYSICAL DEMANDS (Walking, lifting, equipment, operation, etc.)**

Lifting up to 40 pounds independently

**IX. WORKING CONDITIONS AND ENVIRONMENT (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)**

Ability to travel to, and work from, the Ithaca office and other event locations.

**Pay Rate:** \$0/hr.

Please check with your department and/or career services office to learn about stipend(s) and/or awards that may be available to assist in covering unpaid internships.

This job description is not intended to be all-inclusive, and employees will perform other related job duties as assigned by their immediate supervisor or other management staff as required. In addition to the requirements of this job description, Hospicare expects employees to be committed to service to others, and strive to keep our agency's mission, goals, and values as the driving force of the day-to-day work. Hospicare and Palliative Care Services reserves the right to revise and change the job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

For more information and/or to apply contact [dhavas@hospicare.org](mailto:dhavas@hospicare.org) (for applications please include a resume, cover letter and three references)