

Reddy Medical Group
D/B/A **Reddy Urgent Care**

REDDY MEDICAL GROUP
Business Development/Marketing Intern

Job Title: Intern

Reports To: Marketing Director

Job Purpose: The Business Development and Marketing Internship at Reddy Medical Group is a unique opportunity to work for a growing healthcare organization that provides several services including primary and urgent care, pediatrics, occupational health, cosmetic health, and telemedicine. Interns will assist the Marketing Director in promoting Reddy Medical Group in and around Athens, GA as well as assist with the ongoing expansion of new programs and facilities.

Job Description and Duties:

- Develop and execute social media campaigns and promotions
- Research and gather materials for website and social media content
- Gather, filter, and manage occupational medicine accounts
- Contribute to ideation and launch of marketing campaigns
- Assist in research and development of telemedicine opportunities
- Monitor online company reviews and respond appropriately
- Assist in the preparation and organization of any event hosted or attended by RMG employees including but not limited to health and job fairs, etc...
- Assist in implementation of new programs such as online registration, patient portal, etc...
- Assist in the setup and ongoing managing of patient survey information.
- Fully Understands HIPAA Regulations and Application to Patient Privacy

Qualifications

- Ability to work independently and capable of taking initiative on specific projects
- Excellent research skills
- Strong written and verbal communication skills
- A positive and flexible attitude
- Proficiency in Microsoft Word, Excel and PowerPoint

Schedule and Compensation

Internships will coincide with each individual's college schedule. Summer, Fall and Spring opportunities are available. Interns will be unpaid. However, Reddy Medical Group will work with each intern's college or university to fulfill any requirement necessary to ensure academic credit is given.