



A HEALING PARADIGM  
ENVISION | MANIFEST | EXPERIENCE

## Production Assistant Internship

A Healing Paradigm (AHP) is seeking a Production Assistant intern. This internship will provide valuable, hands-on experience in digital media, marketing, and social media management. A Healing Paradigm is a vibrant psychological and wellness center that provides services for the entire family. The staff also facilitates a continuing education series for mental health professionals, a livestream and health education workshops for the community. For more information about the company, please visit [www.AHealingParadigm.com](http://www.AHealingParadigm.com)

### Primary Duties:

- Assist with the development, execution, analysis, and production of livestream series
- Support panelist in preparation of talks
- Research and thought leadership regarding potential topics
- Schedule and be point of contact for potential guests
- Assist in creating, taping and editing video segments to be posted on the company website and social media sites.
- Provide assistance in the design, copyediting, and scheduling of social media posts related to the series across AHP's platforms
- Assisting with additional company projects.
- General office assistance –creating forms and assisting with logistical and organizational tasks as needed.

### Required Intern Qualities:

- Respect Black women and their voices
- Strong interest in digital media, marketing, and livestreaming with a social justice focus.
- Strong work ethic, time management, organizational, and research skills.
- Be active on social media platforms.
- Ability to work both independently and in a small team environment.
- Experience with the Microsoft Office Suite (Word, Excel, PowerPoint) is required.
- Experience with Canva, Photoshop, and Final Cut Pro software a plus.
- Experience editing video or still photographs is a plus.
- Outstanding communication and writing skills.
- Pleasant demeanor both in person and over the phone.
- Must be available at least 12-15 hours per week and have own transportation

How to Apply: Please send a resume and a brief email cover letter to [jobs@AHealingParadigm.com](mailto:jobs@AHealingParadigm.com). If you have an online portfolio or website, please include a link in your email cover letter. No phone calls please.

### Reciprocity:

A gas stipend in addition to supervision for college internship credit is offered.