

Intern for Communications Department

The Society for Women's Health Research is now accepting applications for a Communications Intern. This unpaid internship is a great opportunity to make a real difference in women's health, while making contacts in the health, sciences, marketing and communications fields. The position requires an energetic, social media savvy individual with confidence in interpersonal communication, excellent writing skills, and an interest in women's health.

Job Title: Communications Intern

Relationships and Roles: Reports to Communications Manager

Duration: 3-6 months

Hours: Flexible schedule, but must be able to commit to at least 15 hours per week

Qualifications

- College-level courses in English, Journalism, Communications, Public Relations, or similar studies
- Strong writing and research skills
- Strong interpersonal and organizational skills
- Ability to work effectively both as a team member and independently
- Ability to handle multiple priorities effectively
- Familiarity with social media platforms
- Familiarity with design software such as Adobe Suite (Photoshop, InDesign, Illustrator)
- Familiarity with Wordpress and/or Drupal website application platform

Duties and Responsibilities:

- Draft basic communications pieces including news releases, fact sheets, brochures and other materials as directed
- Leverage social media platforms to engage online audiences
- Copyediting and proofreading newsletters, reports, articles and other materials as needed
- Research on a variety of topics related to women's health
- Assist with media monitoring efforts, metrics collection and reporting
- Assist with administrative duties