

## Communications and Policy Internship

### ABOUT SWHR

As recently as the 1990s, women were routinely excluded from medical research and there was a profound lack of awareness that health conditions and treatments can affect women and men differently. The Society for Women's Health Research (SWHR) led the way to making women's health a national priority, forever changing how medical research is conducted. SWHR is a 30-year-old nonprofit based in Washington, D.C., that is dedicated to promoting research on biological sex differences in disease and improving women's health through science, policy, and education.

### POSITION SUMMARY

The communications and policy intern will assist with drafting and implementation of communications plans and products related to the SWHR's scientific and policy programs and events. Types of materials produced by this role may include social media messaging, factsheets, blog posts, policy comments or letters, event materials, and website content. The intern will be responsible for communications related to SWHR's Policy Advisory Council and coalition memberships as well as compiling research on legislative and regulatory topics of relevance. Duties may also include assisting in coordinating logistics for events, updating the SWHR website, and other tasks as assigned.

### INTERNSHIP DETAILS

- School credit or paid position
- Length of commitment: 3-6 months, with possibility to extend
- Weekly time commitment: Flexible, depending on the candidate's schedule.

### ESSENTIAL RESPONSIBILITIES

- Research and create communications products such as blog posts, factsheets, etc.
- Review, update, and create content for SWHR's website
- Develop messaging for SWHR social media channels, including Twitter, Facebook, and LinkedIn
- Monitor traditional media and social media for relevant news about SWHR and its scientific/legislative priorities
- Monitor ongoing policy issues and update SWHR's legislative and regulatory trackers
- Assist in development of email blasts about SWHR events and news
- Attend SWHR events and partner events as needed, such as meetings, webinars, and Capitol Hill briefings
- Contribute to research and writing efforts related to SWHR's regulatory and legislative needs
- Work with other SWHR staff to ensure unified communications on behalf of the organization
- Complete other communications, policy, and administrative activities as assigned
- Represent SWHR's mission to improve upon the lack of women's health research through supporting advancements in public policy, health care interventions, and gaps in research

### QUALIFICATIONS

- Graduate or undergraduate student (who has completed their sophomore year) working toward a degree in communications, public relations, or other relevant subject
- Basic knowledge of US federal government and interest in US health care policy
- Excellent oral and written communication skills
- Experience with social media platforms and management
- Highly organized with ability to multitask
- Familiarity with WordPress website platform is a plus
- Knowledge of design software such as the Adobe Creative Suite (Photoshop, InDesign) preferred

**To Apply:** Please submit a cover letter indicating your interest in SWHR, resume, and two writing samples to [communications@swhr.org](mailto:communications@swhr.org).