

**POSITION NAME: Communications and Graphic Design Intern**

**REPORTS TO:** Communications Manager

**HOURS:** 10-15 hours per week, at \$16.10/hour

**LOCATION:** Remote Position (in office if location and schedule align with SWHR's hybrid work schedule)

**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 education and advocacy nonprofit based in Washington, D.C. A highly respected thought leader in promoting research on biological sex differences in disease, SWHR is dedicated to improving women's health through science, policy, and education.

**POSITION SUMMARY**

The communications and graphic design intern will support efforts across SWHR's science, policy, and communications departments to support SWHR's mission to promote research on biological sex differences in disease and improve women's health through its science, policy, and education work as well as to increase the impact and influence of SWHR's work.

The intern can expect to support the drafting and implementation of communications plans to promote SWHR's events and resources; conduct outreach to peer organizations and media outlets about SWHR materials; update the SWHR website and draft content for SWHR social media channels; assist with the creation, drafting, and execution of all manner of graphic elements (e.g., toolkits and guides, fact sheets, social media assets, infographics, video clips, slide decks) related to SWHR's programs and events; write blog posts; monitor media channels; and compile regular coverage roundups.

This position will go through May 2023, with the possibility to extend into the fall semester.

**ESSENTIAL RESPONSIBILITIES**

- Develop communications products, such as blog posts, fact sheets, etc.
- Draft messages and create promotional graphics for SWHR social media channels, including Twitter, Facebook, and LinkedIn
- Support the design and creation of a wide range of SWHR resources and materials, which may include, but is not limited to, toolkits, guides, fact sheets, and infographics

- Differentiate graphics for optimization across social channels (Twitter, Facebook, LinkedIn, Instagram) and communication channels (email, website, printed posters)
- Create video clips (mainly for social media) from event recordings
- Monitor traditional media and social media for relevant news about SWHR and its scientific and legislative priorities
- Assist in development of email blasts about SWHR events and news and conduct outreach to partner organizations
- 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**

- Undergraduate or graduate student (who has completed their sophomore year) working toward a degree in communications, public relations, or another relevant subject
- Excellent oral and written communication skills with high attention to detail
- Experience with social media platforms and management
- Highly organized with prioritization skills, the ability to track tasks, and multitask when required
- Ability to work independently and as part of a team
- Experience with digital design platforms including, but not limited to, Adobe Creative Suite (Photoshop, InDesign), Canva (familiarity with video editing on Canva/QuickTime is a plus) is strongly desired
- Experience with digital management tools including, but not limited to, Microsoft Office, Outlook, SharePoint, Microsoft Teams
- Familiarity with WordPress website platform is a plus
- Experience working at a creative agency is desirable, but not required