

POSITION NAME: Communications Intern

REPORTS TO: Senior Communications Manager

HOURS: 15-20 hours per week, at \$17.50/hour

LOCATION: Hybrid Position (part-time in office in Washington, DC to align with SWHR's hybrid work schedule; part-time remote work)

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 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 and materials 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 news coverage roundups.

This position will begin in September 2024 and has the option to go through December 2024.

ESSENTIAL RESPONSIBILITIES

- Develop communications products, such as blog posts, fact sheets, etc.
- Draft messages and create promotional graphics for SWHR social media channels, including X (Twitter), Facebook, LinkedIn, and Instagram.
- 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 (X, 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) and Canva is strongly desired
- Familiarity with video editing (on Canva/QuickTime) is a plus
- 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

TO APPLY

Please submit a cover letter, indicating your interest in women's health and communications, a resume, and a writing sample to communications@swhr.org. Please use the following format for the file name and email subject line: "Last Name_Communications Intern." No phone calls please.