Date: 2/25/2022

Title: Paid Communications Intern

Start Date: Immediately

Supervisor Title: Communications Manager

Department: Institute for Public Health

The Institute for Public Health is a university-wide entity hosting seven centers and numerous initiatives that act as a connector, convener and catalyst for Washington University faculty, staff and students interested and engaged in public health. The Institute’s internal (on campus) and external (off campus) communications strategies and objectives include delivering key messages that promote the work of our centers/initiatives’; our transdisciplinary work with Faculty Scholars; our community partnerships; educating our audiences concerning sound public health policy, and more. To that end, the Institute seeks a Communications Intern to work with its communications team. Someone who is interested in public health-related communications and possesses a strong knowledge of social media management and integration will be the ideal candidate for this paid position.

This internship will report to the Institute’s communications manager and will aid the digital design and events coordinator on various projects.

Preferred Experience:
- Proficiency in the daily integration of Facebook, Twitter, LinkedIn, Vimeo and Eventbrite
- Familiarity with aggregation tools such as Hootsuite or other
- Demonstrated knowledge of Google analytics and reporting
- Demonstrated knowledge of the ability to critically analyze and report metrics from all of the above communication channels
- Ability to engage with academic healthcare or public health communications styles
- Excellent written and oral communications skills
- Good working knowledge of managing Mailchimp or other e-news database; Adobe Creative Suite (InDesign, Photoshop) and MS Word, Excel or SmartSheet integration is a plus
- Individual must be a self-starter and comfortable working in a fast-paced, highly collaborative environment

Primary responsibilities include:
- On-site work with communications team (a minimum of one-two days per week) at IPH offices, 600 S. Taylor Avenue (when allowable per School of Medicine campus and IPH health protocols)
- Daily social media management and integration, sometimes with immediate deadlines
- Assistance with social media analytics reporting on a monthly and quarterly basis
- Assistance with Institute event preparation, social media integration during the event and formulation of post-event reporting and/or analytics
- E-mail database management and some projects involving website integration and maintenance

To Apply:
Please forward a cover letter indicating how your experience qualifies you for this internship, why you should be selected, and your availability for a phone and Zoom interview. Please email your cover letter and resume including current contact information to: Emily Hickner, ehickner@wustl.edu

NO PHONE CALLS PLEASE.