



OPEN POSITION: Knowledge Management Summer Intern
REPORTS TO: Knowledge Management Specialist and Knowledge Management Officer
LOCATION: Washington DC
HIRING NEED: May, 2018
TIME COMMITMENT: 20 hours/week for 3 Months (May-August)

BACKGROUND

CORE Group fosters collaborative action and learning to improve and expand community- focused public health practices. Established in 1997 in Washington D.C., CORE Group is an independent not-for-profit organization, and home of the Community Health Network, which brings together CORE Group member organizations, scholars, advocates and donors to support the health of underserved mothers, children and communities around the world.

In 2010, CORE began work on the Technical and Operational Performance Support Program (TOPS), a USAID/Office of Food for Peace-funded consortium project led by Save the Children to strengthen food security program implementation. CORE's primary role is to facilitate cross- organizational collaboration through helping develop, support and expand the Food Security and Nutrition (FSN) Network, an open community of practice.

Learn more here: www.coregroup.org.

INTERNSHIP DESCRIPTION

The purpose of this position is to assist TOPS/Food Security and Nutrition (FSN) Network with all communications and knowledge management-related projects and tasks.

The internship will be 20 hours/week starting in May and ending in August, with the potential to continue through the fall. The hours and schedule are flexible depending on the intern's availability.

This is an unpaid internship. Course credit may be available.

General responsibilities will include, but not be limited to the following:

Assist with Website Testing and Improvements

- Test new website features on different web browsers and not any inconsistencies or errors.
- Assist with cataloging and updating resources in the recourse library based on new taxonomy.
- Ensure all resources in the Resource Library reflect the most up-to-date versions available.
- Assist the team in updating website elements to ensure 508 compliance.

Provide Planning and Execution Support for TOPS/FSN Network Events

- Assist with promotional outreach.
- Help create and update events pages on the FSN Network website.
- Help prepare materials for events, including signage, and registration sheets.
- Attend events as needed to assist with setup, registration, microphone running, note taking etc.
- Support the development and updating of a participant tracking sheet for all events.

Gather Content for the FSN Network Newsletter

- A biweekly newsletter to members of the FSN Network that highlights key events, resources, opportunities, news, and job announcements relevant to the community.

Assist with Updating Online Platforms, Including Social Media and Website

- Monitor Twitter for relevant conversations, and make recommendations for Twitter communications. Demonstrated interest and ability can lead to increased management of social media platforms.
- Assist with minor website updates, such as adding events, resources and new updates.

Assist with other knowledge management and communications activities as needs arise.

REQUIREMENTS

- Demonstrated understanding of current developments in the field of public communications, knowledge management, development planning and processes and communication platforms including website management (Drupal) and social media.
- Interest/experience in international development issues, particularly food security, is desirable.
- Experience in Microsoft Suite and Adobe Creative Suite software.
- Excellent written and oral communication skills.
- Ability to multi-task and manage multiple deadlines.
- Must have the ability to work under pressure with flexibility in a team setting.
- Basic layout and design skills helpful.
- **Fluency in English is required.** Knowledge of French and/or Spanish helpful.

Candidates must be based in the Washington, DC metro area this summer. Relocation package is not available.

Successful applicants will be asked to show proof that they can legally work in the U.S.

HOW TO APPLY

Please email your resume and cover letter to jobs@coregroup.org. Use "TOPS KM Summer Intern" as the subject line. No phone calls please. Only potential interviewees will be contacted.