



Advancing community health worldwide.

POSITION: COMMUNICATIONS & KNOWLEDGE MANAGEMENT INTERN

Reports to: Communications and Knowledge Manager

Introduction:

The purpose of this position is to assist CORE Group with all communications and knowledge management-related projects and tasks.

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

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

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.

Duties and Responsibilities

1. Monitor trends and issues relevant to community health, gathering resources, articles, news, opportunities, and events to be shared through various channels.
2. Support website management, including by creating and editing visual and written web content; making minor website updates; and advising on potential improvements through user research and testing.
3. Create social media content and support engagement with stakeholders on social media channels, including Twitter, Facebook, and LinkedIn.
4. Create and edit content for the monthly International Community Health Network newsletter.
5. Assist with other knowledge management and communications activities as needs arise.

Knowledge, Skills and Abilities

- Personal or professional experience and/or training in social media and web content management is an advantage;
- Good layout and design skills;
- Knowledge of Microsoft Office Suite and Adobe Creative Suite;
- Knowledge of content management systems such as wordpress;
- Excellent written and oral communication skills;
- Strong attention to detail;
- Ability to multi-task and manage multiple deadlines;
- Interest in international development issues, particularly public health, is desirable; and
- **Fluency in English required.**

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

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

To apply, please email your resume and cover letter to jobs@coregroup.org. Use “Communications & Knowledge Management Intern” as the subject line. No phone calls please. Only potential interviewees will be contacted.