



Advancing community health worldwide.

**POSITION: KNOWLEDGE MANAGEMENT & COMMUNICATIONS INTERN FALL 2021**

**Reports to:** Communications & Knowledge Management Coordinator

**Introduction:**

The purpose of this position is to assist the Knowledge Management and Communications Team with all communications and knowledge management-related projects and tasks. The internship will be 15-20 hours/week starting in late-August/September 2021 and ending in December 2021, with the potential for extension. The hours and schedule are flexible depending on the intern's availability.

A stipend will be given out at the end of the internship. Course credit may also 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.

The Communications and Knowledge Management Team strengthens knowledge-sharing and communications between CORE Group, its membership, and the broader global health and international development community to advocate for key community health activities and messages, and to demonstrate CORE Group's value and impact in the field.

**Duties and Responsibilities**

1. Assist with website testing and improvements.
  - a. Maintain website's Resource Library, archiving of resources, and provide support for resource library re-design
  - b. Assist the team in updating website elements including the events page and jobs board
  - c. Test website features on different web browsers and note any inconsistencies, errors, and recommendations for improvement.
2. Provide planning and execution support for CORE Group virtual events including our fall Global Health Practitioner Institute, webinars, and workshops for our Young Professionals Network (YPN)

- a. Assist with promotional outreach.
- b. Help create and update event pages on CORE Group's website.
- c. Attend events as needed to assist with setup, note taking, etc.
- d. Support the development of an effective a feedback/follow-up process to capture impact and value of event attendance on participant learning
3. Gather and monitor content for CORE Group's monthly newsletter that highlights key events, resources, opportunities, news, and job announcements relevant to the community.
4. Support production of CORE Group's blog and expert series, help edit blog submissions
5. Assist with updating digital communications platforms, including social media and email lists.
  - a. Monitor Twitter, particularly members' profiles for content curation and further dissemination.
  - b. Develop graphics and messaging for international days of action such as World Polio Day
  - c. Support architecture and management of email lists.
6. Support COVID-19 response activities as needed including promotion of our Vaccine Confidence webinar series
7. Assist with other knowledge management and communications activities as needs arise.

### **Knowledge, Skills and Abilities**

- Demonstrated understanding of current developments in the field of public communication, knowledge management, development planning and processes, and communication platforms especially website management (WordPress) and social media.
- Experience with graphic design and video production preferred
- Interest/experience in international development issues, particularly global health, is desirable.
- Experience in Microsoft Suite, Canva and Adobe Creative Suite software.
- Experience with Constant Contact or Mailchimp preferred
- 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 required.** Knowledge of French and/or Spanish helpful.

CORE Group is based in the Washington, DC metro area but candidates will be remote during the COVID-19 pandemic. 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](mailto:jobs@coregroup.org). Use "KM and Communications Intern Fall 2021" as the subject line. No phone calls please. Only potential interviewees will be contacted.