



Advancing community health worldwide.

POSITION: IMMUNIZATION ADVOCACY INTERN 2022

Reports to: Strategic Partnerships and Programs Coordinator

Introduction:

This position aims to assist the Strategic Partnerships and Programs Coordinator with the Reaching Zero-Dose Children Advocacy Program. The internship will be 15-20 hours/week starting in January 2022 and ending in late June 2022, with the potential for extension. The hours and schedule are flexible depending on the intern's availability.

A stipend of \$3000 will be given out at the end of the internship.

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 women, children, adolescents, and communities around the world.

The Strategic Partnerships and Programs Coordination leads the implementation of the Reaching Zero-Dose Children Advocacy Program, supported by Gavi, the Vaccine Alliance. This program aims to create co-organizational knowledge-sharing presentations for advocacy campaigns to reach zero-dose children to be disseminated through national, regional, and global networks.

Duties and Responsibilities

1. Assist with literature review and stakeholder mappings.
2. Assist with website editing.
3. Gather and monitor content for the program's reports and deliverables.
4. Provide planning and execution support for the program's webinar series.
 - 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 and updating of a participant tracking sheet for all events.
 - e. Support the development of an effective feedback/follow-up process to capture the impact and value of event attendance on participant learning
5. Support production of CORE Group's meetings with externals.
 - f. Assist with promotional outreach.
 - g. Attend preparatory meetings as needed.

- h. Support scheduling meetings.
6. Assist with updating digital communications platforms, including developing social media toolkits and content planners.
7. Assist with developing the script for a short video animation related to the topic of the program.

Knowledge, Skills, and Abilities

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

This is a remote position, with flexibility for candidates to be based outside of the United States of America. However, adapting to a work schedule of the US East Coast is expected.

To apply, please email your resume and cover letter to jobs@coregroup.org. Use “Immunization Advocacy 2022 Intern” as the subject line. No phone calls, please. Only potential interviewees will be contacted.

Please apply by December 15th, 2021.