



**OPEN POSITION:**  
**Communications  
& Conference  
Intern**

**REPORTS TO:** Communications and Knowledge Manager

**LOCATION:** Washington, DC

**HIRING NEED:** September-November 2022

**TIME COMMITMENT:** 10 hours/week *\*Must be available full-day Oct 3-5th*

## 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.

Learn more here: [www.coregroup.org](http://www.coregroup.org).

## JOB DESCRIPTION

CORE Group seeks a motivated, organized team player to support the planning and management, specifically communications, outreach, and coordination with the venue for the 2022 Global Health Practitioner Conference to be held on October 3-5 in Bethesda, Maryland., at the Hyatt Regency hotel. The intern will learn about and support the different procedures and expectations related to conference planning, including registration, outreach, logistics, working with vendors, and other preparations. There will be opportunities to work independently and coordinate volunteers, work with session organizers, and to develop new and improve upon existing processes. The intern will also support our 25<sup>th</sup> Anniversary commemoration events. These events will include webinars, hybrid events (both in-person and online), as well as workshops and Working Group conference calls.

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

## IN-PERSON EVENT SUPPORT

- Support CORE Group staff at the October 2022 Global Health Practitioner Conference in Bethesda, Maryland, October 3<sup>rd</sup>-5<sup>th</sup> (full days required) see [conference.coregroup.org](http://conference.coregroup.org) for more details
- Support CORE Group staff to make sure that all other odds and ends are taken care of (number of chairs in each room, room temperature, presentations, etc.)
- Support planning, organization, and logistics for CORE Group's 25<sup>th</sup> Anniversary Celebration on Tuesday, October 4<sup>th</sup>
- Support with basic photography throughout the conference
- Coordinate supply ordering and organization for each event (could include chart paper and stands, markers, CORE Group promotional materials, etc.)
- Ensure collection of materials, PowerPoint presentations, notes, etc. by CORE Group staff and volunteers

- Participate and support volunteer training and problem solve any volunteer issues on-site
- Assist with live-reporting of

- the conference on CORE Group's social media channels
- Support virtual participants by helping with available technology and logistics

## **COMMUNICATIONS**

- Support the Communications Team before and after the conference by assisting with the following:
  - Social media posts and promotion
  - Create and send promotional emails
  - Update event portal with information

## **REGISTRATION AND OUTREACH**

- Support registration process for 200 attendees at the conference, as well as webinar, workshops, and Working Group meeting attendees, including speakers, discounts, etc.
- Support advertisement of conference, researching approaches and avenues for promotion of conferences and events, evaluating costs, etc.
- Support creation, printing, and organization of name badges
- Support on-site registration at the Global Health Practitioner Conference

## REQUIREMENTS

The ideal candidate for this position would be highly motivated, organized, and interested in non-profit virtual and in-person event planning and execution.

### QUALIFICATIONS

- Bachelor's Degree in Social Sciences or Public Health (or working towards one)
- Interest/experience in international development issues, particularly global health.
- Interest/experience in event management.
- Experience in Microsoft Office 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.
- Ability to independently solve problems and act.
- Fluency in English required. Knowledge of French is an added advantage.
- Excellent people skills and "customer service" skills
- Ability to work in a fast-paced environment
- Creativity!

### AVAILABILITY

- Flexible schedule is available September through October
- The candidate must be available on October 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> for full days, at the conference venue in Bethesda, MD. The days of the conference are usually long (up to 10 hours) and the candidate must be willing and able to work long hours on these days. Travel reimbursement and meals will be provided. If needed, accommodation may be provided during these days.

Only candidates who are eligible to work in the United States will be considered. Although some remote work may be available, candidates must be able to work at the CORE Group office in Washington, DC. Relocation package is not available.

CORE Group will offer a reasonable stipend to the Communication and Conference Intern in compensation for their time and input towards achievement of CORE Group's objectives.

## HOW TO APPLY

Please email your resume and cover letter to [jobs@coregroup.org](mailto:jobs@coregroup.org). Use "Conference Internship\_Last Name" as the subject line – no phone calls please. Only potential interviewees will be contacted. Apply by *August 19<sup>th</sup>*.