Date: 1/14/2020

Title: Paid Communications Intern

Start Date: Immediately

Supervisor Title: Communications Manager

Department: Institute for Public Health

The Institute for Public Health is a university-wide initiative with numerous internal and external initiatives and audiences. In order to help achieve the Institute’s communications strategies and objectives, which include the dissemination of key messages concerning our initiatives, transdisciplinary work with Faculty Scholars, community partnerships, educating our audiences concerning sound public health policy and other issues, the Institute seeks a Communications Intern to work with its communications team. Someone who is interested in public health-related communications and possesses a strong knowledge of social media management and integration will be the ideal candidate for this paid position.

This internship will report to the Institute’s communications manager and will also aid the communications assistant/events coordinator.

Preferred Experience:
Proficiency in the daily integration of Facebook, Twitter, LinkedIn, Vimeo and Eventbrite channels
Familiarity with Hootsuite as an aggregation tool
Demonstrated knowledge of Google analytics and reporting
Demonstrated knowledge of the ability to critically analyze and report metrics from all of the above communication channels
Working knowledge of academic healthcare or public health communications styles
Excellent written and oral communications skills
Good working knowledge of managing Mailchimp e-news database; Adobe Creative Suite (InDesign, Photoshop) and MS Word, Excel or SmartSheet integration is a plus
Individual must be a self-starter and comfortable working in a fast-paced, highly collaborative environment

Primary responsibilities include:
On-site work with communications team (a minimum of one-two days per week) at IPH offices, 600 S. Taylor Avenue
Daily social media management and integration, sometimes with immediate deadlines
Assistance with social media analytics reporting on a monthly and quarterly basis
Assistance with Institute event preparation, social media integration during the event and formulation of post-event reporting and/or analytics
General database management

To Apply:
Please forward a cover letter indicating how your experience qualifies you for this internship, why you should be selected, and your availability for a phone and in-person interview. Please email your cover letter and resume including current contact information to:
Kim Furlow, Communications Manager: Flaura@wustl.edu
NO PHONE CALLS PLEASE.