



844-357-2463
2 Ravinia Drive, Suite 1540
Atlanta, GA 30346
ufhi.org

Communications Intern Job Description

Reports to: Associate VP, Operations & Special Projects

Position Status: Intern (Temporary)

Time Commitment: 20-25 hours per week

Compensation: Stipend

ORGANIZATION

Uniting for Health Innovation (UfHI), formerly PAHO Foundation, is an independent, nonprofit organization that unites government, industry, and local communities to advance innovation in public health. In 1968, the Pan American Health Organization (PAHO) created PAHO Foundation, previously the Pan American Health and Education Foundation (PAHEF). In 2018, we became UfHI.

Responding to new challenges, we refocused our organization strategically to build bridges between diverse partners and stakeholders. As an independent 501(c)(3), we are nimble – and bring together nontraditional and traditional voices to improve public health outcomes. Leveraging an inclusive and collaborative framework, UfHI seeks to craft and test more agile, effective programs to challenges requiring multidisciplinary thinking.

Website: www.ufhi.org

PROJECT DESCRIPTION

UfHI is seeking an enthusiastic and proactive *Communications Intern* to work with our Communications and Development departments to further our mission. As a small but growing team, the intern will have access to and work alongside all staff, consultants and third-party vendors. Reporting to the Associate Vice President, Operations, and working closely with the Interim Vice President, Partnerships and Engagement, the *Communications Intern* will play a key role in managing UfHI's internal and external communications activities, by assisting in and leading projects in writing content for press releases, annual reports, newsletters, promotional material, and the Drupal-hosted website.

This internship is intended to provide training and professional experience to students or other appropriate individuals whose career intent includes communications, marketing or public relations. The internship will provide practical entry to mid-level experience by working across departments to support UfHI's communication efforts.

Like other organization interns, the *Communications Intern* will be responsible for working with and maintaining the confidentiality of proprietary and sensitive documents and information for UfHI.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in developing and designing UfHI's annual report and strategic plan;
- Lead the production of the Summer newsletter, including developing content;
- Write press releases, when necessary;
- Monitor relevant external media sources for information important UfHI's programs and brand positioning;



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- Identify and build database of media contacts, coordinate relationships with press and synchronize the delivery of press materials;
- Assist with branding all promotional and marketing materials;
- Assist in developing PowerPoint presentations for public delivery and proofread communications written by staff for external delivery;
- Design marketing material for special events;
- Working with our third-party vendor, monitor and update the website to ensure UfHI is remaining current and recommend material as needed; monitor and record analytics from website;
- Other duties as assigned.

LEARNING OBJECTIVES

- Increase writing skills and develop an understanding of how to create effective messages for varying audiences within the public health nonprofit sector;
- Learn how to track trends and analyze marketing analytics from social media platforms and our website;
- Learn basic skills in Drupal 7;
- Understand the complexities of rebranding an organization.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Communications, Marketing or a related field;
- Experience in web content management;
- Demonstrated ability to write and edit for diverse audiences;
- Ability to manage and operate social media platforms;
- Strong organizational skills, and ability to effectively manage priorities in a fast-paced environment, while meeting deadlines;
- Attention to detail and quality, a must;
- Knowledge of Microsoft software, Drupal CMS, InDesign or similar software, communications databases;

LANGUAGE SKILLS

Excellent English written and verbal communication skills are required for this position. Knowledge of and proficiency in Spanish would be valuable.

TIMEFRAME/HOURS

This internship will last 10-12 weeks with flexible start and end dates. The intern can work up to 20 hours per week.

INTERNSHIP BENEFITS

By working with a cross-disciplinary team of nonprofit industry professionals in the global health sector, the intern will gain invaluable experience in many facets of the nonprofit sector, which include partnership and online engagement, social media marketing, public relations, and more. The intern will participate first-hand in the development and implementation of a variety of communication material.

Other: Free parking, casual dress, complimentary access to on-premises gym, on MARTA line, and more.



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APPLICATION INSTRUCTIONS

Candidates must submit a resume and cover letter expressing their passion for the organization's mission and fit for the internship position at: hr@ufhi.org.

THIS POSITION IS IN ATLANTA, GA
Uniting for Health Innovation is an equal opportunity employer

