

Communications Intern

Association of Accredited Public Health Programs
University of Nevada, Reno - Reno, NV 89557

Position Summary

The Communications Intern is a part-time one-year internship position (5-10 hours per week) and reports directly to the Executive Director of AAPHP. In this role, you will be responsible for coordinating all internal and external communications to create engaging content to reach our faculty and students from our member programs, as well as potential member programs. By the end of this internship, the Communications Intern will produce two products; a strategic communications plan followed by an evaluation of that plan. The Communications Intern will gain leadership experience by leading communication initiatives and working alongside executive board members, which represent public health leaders from across the country. The ideal candidate will be passionate about AAPHP's mission, creative, tech-savvy, and have excellent communication and organization skills. **This internship may be used to satisfy academic credit for practicum or internship experience.**

Responsibilities and Duties

Communications

- Develop and implement a communications plan, including a method for tracking and reporting, for social media (LinkedIn, Twitter, Facebook, and YouTube), print, e-mail, website, and video communications segmenting efforts among internal faculty and staff, potential student applicants, and external public health partners
- Manage day-to-day writing and execution of social media messaging
- Manage day-to-day writing and execution of all traditional media including news articles and press releases
- Edit and update our web presence at aaphps.com
- Coordinate the creation and maintenance of all print marketing materials including brochures and event collateral
- Write, design, and distribute regularly scheduled online newsletters and reports via MailChimp
- Generate timely reports on AAPHP's communications activities for the Executive Board
- Serve as a student representative for AAPHP, providing insight from the student perspective
- Evaluate communications plan and produce a final report

Qualifications and Skills

Required

- Commitment to the mission and vision of AAPHP
- Current part-time or full-time attendance at an AAPHP member program
- Junior or senior undergraduate standing or graduate standing at a member program
- Advanced proficiency with MS Office, including Word, Excel and PowerPoint
- Ability to write creatively, clearly, and compellingly with an eye for detail and impeccable grammar
- Ability to think strategically
- A strong, results-driven work ethic paired with the ability to adapt quickly to changing situations and circumstances

Preferred

- PR/media experience and/or social media marketing experience
- Graphic design skills
- Experience researching and writing engaging public health content under time constraints
- E-mail marketing skills and experience
- Photography and/or videography skills

How to Apply

Please send the following to annadobbins@unr.edu with Communications Associate as the subject:

- Cover letter
- Resume
- Three professional references