Internship Opportunity

1. Name of Organization or Department:

   External Relations and Communications (ERCO)
   Jhpiego, an affiliate of Johns Hopkins University
   1615 Thames Street, Mezzanine Level
   Baltimore, Maryland  21231-3492
   www.jhpiego.org

2. Student Position Title:  Communications Intern

3. Number of positions:  1

4. Application details (what would you like your applicant to provide you with?):

   Cover letter:  ☒ Yes  ☐ No
   Resume :  ☒ Yes  ☐ No
   References:  ☒ Yes  ☐ No  How many references: 2

Other information:

   Contact Information (who should the applicant contact?):

   Name: Nicol Jenkins  Title: ERCO Administrator
   Method of contact:  Email: nicol.jenkins@jhpiego.org
   Email preferred?  ☒ Yes  ☐ No

5. Brief context of the assignment – please include any relevant web links or other sources that students can research on their own to learn more about your organization and its work.
   We are looking for an intern to support the External Relations and Communications team.
6. Primary duties/responsibilities:

- Updating ERCO’s myjhpiego.org page with documents, toolkits, photographs, communication’s materials for country staffs and teams.
- Track Jhpiego media hits and logging them into myjhpiego.org.
- Assisting ERCO’s Conference & Events Manager in planning upcoming conferences that will take place in the upcoming fiscal year. This work involves registering participants, conference logistics, welcome packets, booth materials and other needs.
- Draft, research and edit success stories from country teams who have limited English skills
- Help prepare graphics, videos and other collateral for social media
- Tag & organize digital photos
- Count and/or organize materials
- Update and organize filing system and file records
- Compile, copy, sort, and assemble folders of learning & promotional materials
- Operate office machines, such as photocopiers and scanners, facsimile machines

7. Proposed start date: June 1, 2015

8. Required number of hours per week: 5-10

9. Duration of the assignment: 3 months (possibly longer)

10. Preferred schedule – in order to work with students’ course load, flexibility is advantageous; a range of options is appreciated, but please be specific about any event or attendance requirements that are not negotiable. Please state hours of operation.

   **Very flexible.**

11. Specific skills/experience you are looking for – preferred vs. required will be helpful here. Feel free to state a preference for particular topics the student should have some familiarity with, or the level(s) of student (sophomore, junior, senior) you’d be open to hiring.

   Preferred level of student (select all that apply):

   - Freshman
   - Sophomore
   - Junior
   - Senior (graduate student)

   Skills (computer, graphic design, language, organizational, editing, etc.):

   Required:

   - Excellent organizational skills
   - Ability to sometimes work independently as well as part of a team
   - Ability to prioritize tasks
   - Problem solver with initiative to identify new solutions & resources
• Excellent writing skills

Preferred:

• Basic computer skills
• Strong verbal communications skills
• Proficiency in Microsoft Office – including SharePoint
• Familiarity with Photoshop, Adobe Suite, Premier and iMovie

12. Available compensation (this could include transportation reimbursement, a range of pay commensurate with experience, or none).

**We will follow standard intern pay rates**

13. From your perspective, what do you see as the key potential learning gains for the student? Experience working in marketing, communications and social media. Students will also gain experience in planning international and domestic events.

14. Name and contact of proposed supervisor:
Nicol Jenkins nicol.jenkins@jhpiego.org