The Center for Health and Gender Equity (CHANGE) is a U.S.-based non-governmental organization whose mission is to promote the sexual and reproductive health and human rights of women and girls globally by shaping the development and implementation of U.S policies. We envision a world where sexual and reproductive health and rights are universally recognized, and where comprehensive, integrated sexual and reproductive health services are accessible and available to all, free from coercion, violence, and discrimination.

The Communications Intern position will provide the right individual with an opportunity to gain significant hands-on experience in communications and website development, social media monitoring and application, traditional media tracking and engagement, grassroots outreach, and administrative support. The Communications Intern will gain unique insight into the strategic communications planning necessary for a small organization to effect positive political change, as well as develop a critical understanding of how the policies of the United States and other donor governments and agencies affect the health and lives of women and girls worldwide.

**Primary Duties and Responsibilities:**

Assist the Director of External Affairs with daily execution of communications plan including:
- Media tracking, press list, and outreach to traditional media and bloggers when necessary
- Monitoring internal and external social media channels, track social media activity, provide input on social media outreach
- Assisting with writing/proofing of media advisories, news releases, fact sheets, and other communications products
- Working with the Director of External Affairs and Program Associate to maintain CHANGE’s Editorial Calendar
- Working with CHANGE’s Policy and Outreach Associate to manage online databases
- Working with CHANGE’s program staff to update websites
- Supporting organizational communications efforts by assisting in the monitoring and collection of relevant social media data and internal publication distribution
- Providing administrative support for the organization, such as answering phones and general reception
- Participating in the “Sex in the Capital City” intern training series and assisting with social media coverage of the series throughout the summer
- Other duties as assigned

**Minimum Qualifications:**
- Pursuing or possessing a BA or BS
- Excellent written and oral communications skills
- Strong critical thinking and analysis abilities
- Proficiency with Microsoft Word, Excel, PowerPoint, Publisher
- Excellent proofreading skills
- Familiarity with HTML, Photoshop, video editing tools
- Ability to multitask and organize various projects
- Background or demonstrated interest in women’s rights, reproductive and sexual health and rights, human rights and/or public health
- Commitment to CHANGE’s mission and high standards of performance
Salary and benefits: We provide a stipend; no benefits.

Dates: To be determined by the intern and CHANGE staff – usually 40 hours per week from early June through August.

Application Deadline: April 1, 2015

How to apply: Please send a cover letter including a summary of relevant past experience and qualifications for and interest in this position and current résumé. Email applications should be sent to change@genderhealth.org (Please put “Communications Intern Summer 2015” in the subject line). No phone calls please!

The Center for Health and Gender Equity is an equal opportunity employer. To learn more about CHANGE, please visit www.genderhealth.org.