

COMMUNICATIONS INTERN JOB DESCRIPTION



The Collaborative for Reproductive Equity (CORE) is a campus initiative devoted to rigorous, policy-relevant research on reproductive health, especially contraception and abortion. Housed in the Department of Obstetrics and Gynecology, CORE includes faculty and trainee researchers from across campus, including Sociology, Public Affairs, Social Welfare, Economics, Population Health, Anthropology, Medicine, Gender and Women's Studies, and Communications.

The Communications Intern will work with CORE's Communications Manager and other members of the CORE team on research translation, social media content, and general communications tasks. This undergraduate student will also collaborate closely with CORE staff to ensure communication initiatives flow smoothly and effectively. This intern may also represent CORE on occasion to community partners, community members, faculty, and students.

Hourly Rate: \$15

Hours Per Week: 10-15 hours a week

Dates of Employment: Spring, with the possibility of extending into Summer and/or Fall

- Spring 2022: February 1st or 7th to May 6th

Internship supervision for course credit available

Requirements

- Strong communication, administrative, and writing skills
- Social media management and content creation experience
- Experience working independently on various projects
- Lived or professional experience working with communities that experience health inequities
- Has attended UW-Madison for at least 2 semesters

Preferred Skills/Experience

- Multilingual (Spanish, Hmong, etc.)
- Graphic design experience (Canva, WordPress, InDesign, etc.)
- Knowledge of reproductive equity and reproductive justice
- Experience in one or more of the following subjects: communications, marketing, gender & women's studies, non-profit, public health, research, public policy, reproductive equity

SCOPE OF WORK

Content Creation

Assist with design, development, and maintenance of CORE's social media platforms (Instagram, Twitter, etc.)

Assist with creating infographics for multiple platforms related to CORE research

Design content for research translation consistent with CORE's goals and mission statement

Communications

Assist with preparation of communications products, including compiling and editing materials and organizing information for intended audiences

Write posts for CORE blog

Help with website processes, such as updates in WordPress

Help with planning, drafting, and managing press releases, newsletters, and other public-facing communications

Assist with building and maintaining CORE's website

Database Management

Maintain database of local media/press contacts and update database as needed

Utilize project management tools to keep CORE Communications team organized (ex: Basecamp, Airtable, Outlook, etc.)

Monitor and report social media engagement

Administrative

Attend CORE staff meetings and serve on conference planning committees as needed

Assist with media interview scheduling and coordination

General administrative and communications support as needed

Training will be provided. If you have some but not all of these skills, we encourage you to apply. Students from historically excluded groups are encouraged to apply.

To Apply: Please send resume and cover letter to core@obgyn.wisc.edu

Application Closes: December 15th, 2021 11:59PM CST