



# Metropolitan Washington Public Health Association Internship Opportunity

<b>Title</b>	Communications Committee Intern
<b>Department(s)</b>	Governing Council
<b>Stipend</b>	Unpaid Internship
<b>Reports to</b>	MWPHA Communications Chair

## Job summary

MWPHA is an American Public Health Association (APHA) affiliate and a regional association of individuals and organizations working to improve the health of the Metropolitan Washington region. We educate members, other professionals and the public in our region about scientific and professional public health standards, practices and policies to enable them to advocate for social justice and enhance their own public health practice, addressing the conditions necessary for healthy communities.

MWPHA currently seeks an action-oriented individual with leadership qualities to assist in communications aspects for the organization.

## Summary of essential job functions

- To assist communication chair in implementing an internal and external communications plan and attend committee meetings.
- Work with MWPHA volunteer members and the Governing Council to find effective methods to communicate organizational activities and increase membership participation
- Assist chair in creating MWPHA introductory video and other communication materials.
- Draft and finalize the quarterly MWPHA newsletter "Metro Health". Candidate is responsible for finalizing content, working with committee chair to design the final layout, and distributing newsletter MWPHA members.

## Benefits upon successful completion of internship:

- College Credit/Volunteer Hours, if appropriate
- Nomination to MWPHA annual scholarship
- One-year free membership to MWPHA
- Letters of recommendation

## Minimum requirements

Some prior communications knowledge required including social networking, media campaigns and message development, web/graphic design, and marketing. Intern should be able to dedicate at least five hours per week to job duties. This is an unpaid opportunity.

Please e-mail resume and cover letter to Kafui Doe at [communications@mwpha.org](mailto:communications@mwpha.org)

## Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.