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| **Job Title** | Communications Intern |
| **Team** | Communications |
| **Location** | Geneva |
| **Full Time/ Part Time** | Full time for 6 months from November 2017 |
| **Reports to** | Communications Director |
| **Direct Reports** | n/a |
| **Key Relationships** | Communications and Media/PR functions |
| **Date Created/ last reviewed** | Sept 2017 |
| **Job Role** |
| **Role Overview** | Provide support on digital communications and social media, bringing specialist marketing/communications knowledge and skills to the application and integration of social media into WHF’s communications programs. |
| Accountabilities |
| **Key Accountabilities/ Responsibilities** | % | **Key Activities** |
| Digital  | 60% | Create and implement social media activity for WHFCo-ordinate and upload news and other updates across WHF websitesWork closely with communications, advocacy membership and science teams to maintain brand and message consistency across digital media initiatives.Assist the Communications team in delivering the communications planImplement and manage on an ongoing basis e-newsletter mail, Facebook and Twitter marketing programsUpdate media and contact databases to ensure promotional activity is recorded |
| Media & PR | 15% | Assist with disseminating messaging to media, including co-ordinating press releasesMonitor and evaluate take up of media messaging |
| Monitoring & Evaluation | 15% | Produce reports and manage tracking requirements, interpret resultant data and make recommendations on digital activityMonitor relevant online media and produce regular update |
| Additional | 10% | Ad hoc tasks to support Communications team |
|  | 100% |  |
| **Person specification** |
| Education and Qualifications | Educated to degree level preferably in marketing, communications, journalism |
| Essential Knowledge & Experience | Experience in communications (in particular social media) Computer skills, in particular working with content management systems (WordPress) |
| Desirable Knowledge & Experience | Project coordination an assetInterest in health and non-profit organizationsLanguages: English - fluent spoken & written, other EU languages are an asset |