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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 WHF  Co-ordinate and upload news and other updates across WHF websites  Work 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 plan  Implement and manage on an ongoing basis e-newsletter mail, Facebook and Twitter marketing programs  Update media and contact databases to ensure promotional activity is recorded |
| Media & PR | 15% | Assist with disseminating messaging to media, including co-ordinating press releases  Monitor and evaluate take up of media messaging |
| Monitoring & Evaluation | 15% | Produce reports and manage tracking requirements, interpret resultant data and make recommendations on digital activity  Monitor 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 asset Interest in health and non-profit organizations  Languages: English - fluent spoken & written, other EU languages are an asset |