



Date: 7/25/2023

Start Date: Immediately

Supervisor Title: Communications Manager

Department: Institute for Public Health

The Institute for Public Health is a university-wide entity hosting seven centers and numerous initiatives that act as a connector, convener and catalyst for Washington University faculty, staff and students interested and engaged in public health. The Institute's internal (on campus) and external (off campus) communications strategies and objectives include delivering key messages that promote the work of our centers/initiatives'; our transdisciplinary work with Faculty Scholars; our community partnerships; educating our audiences concerning sound public health policy, and more. To that end, the Institute seeks a Communications Intern to work with its communications team. Someone who is interested in public health-related communications and possesses a strong knowledge of social media management and integration will be the ideal candidate for this paid position.

This role reports to the Institute's communications manager and will also aid the digital design and events coordinator on various projects.

Preferred Experience:

Proficiency in the daily integration of Facebook, Twitter, LinkedIn, Vimeo

Familiarity with aggregation tools such as Adobe Express, Hootsuite or other

Knowledge of Google analytics and reporting

Demonstrated knowledge of the ability to critically analyze and report metrics from all of the above communication channels

Ability to engage with academic health care or public health communications styles

Excellent written and oral communications skills

Good working knowledge of managing Mailchimp or other e-news database; Adobe Creative Suite (InDesign, Photoshop) and MS Word, Excel or SmartSheet integration is a plus

Individual must be a self-starter and comfortable working in a fast-paced, highly collaborative environment

Attention to detail, consistent/clear communication with our team, and strong team player attitude are essential

Primary responsibilities include:

On-site work with communications team (as needed) at IPH office space or at events

Daily social media management and integration, sometimes with immediate deadlines

Assistance with social media analytics reporting on a monthly and quarterly basis

Assistance with Institute event preparation, social media integration during the event and formulation of post-event reporting and/or analytics

E-mail database management and some projects involving website integration and maintenance

To Apply:

Please forward a cover letter indicating **how your experience qualifies you for this role**, why you should be selected, and your availability for a Zoom interview. Please email your cover letter and resume including current contact information to: Emily Hickner, ehickner@wustl.edu

NO PHONE CALLS PLEASE.