

## Social Media / Digital Communications Intern (Paid)

### Vital Strategies

Vital Strategies, with headquarters in New York City, is an international public health organization. We develop and oversee programs to strengthen public health systems and address leading causes of morbidity and mortality, providing expertise in project implementation and management, strategic communications, epidemiology and surveillance, and other core public health capacities. Our specific programs include road safety, obesity prevention, tobacco control, and activities to strengthen public health data systems and the use of public health data to guide policy and decision-making. Activities are based in low and middle-income countries and cities in Africa, Latin America, Asia and the Pacific. Please visit our website at [www.vitalstrategies.org](http://www.vitalstrategies.org) to find out more about our work.

### The Position

The Policy, Advocacy and Communication team at Vital Strategies is looking for a Social Media / Digital Communications Intern to join our Policy, Advocacy and Communication team. This is an excellent opportunity for an individual looking to gain hands-on experience with social media, digital strategy and online communications with a non-governmental organization. The position is based in our office in New York City and will require a commitment of 10-15 hours per week. They will be reporting to the Associate Director, Digital Strategy.

### Major Duties and Responsibilities

- Assist with a variety of projects including developing social media content, scheduling content and reviewing insights and analytics
- Social media and website analytics reporting
- Perform website content updates and data entry
- Photo content and data organization tasks
- Assist other Policy, Advocacy and Communication team members with tasks as needed

### Qualifications:

- Junior or Senior undergrad in a communications-related program
- Superior writing skills
- Experience in using key social channels including Facebook, Instagram and Twitter
- Proficiency in MS Office suite and basic Photoshop skills
- Work independently as well as with a team
- Supremely organized with an ability to multitask and balance responsibilities
- Communications or Journalism majors preferred

### How to apply:

Please send your resume and a link to your portfolio to [dsvenson@vitalstrategies.org](mailto:dsvenson@vitalstrategies.org). Only shortlisted candidates will be contacted. Shortlist candidates will be given a sample task to evaluate their potential before an interview.

**This is a paid internship of \$15/hr.**