

Communications Internship

Institute for Public Health and Medicine communications office: General communications internship

Chicago Campus (remote)

Available as of September 2024. One position available.

Application deadline: Open until filled

Job Description:

The [Institute for Public Health and Medicine](#) (IPHAM) seeks a communications intern to join our team in a part-time capacity. Duties may include writing short- and long-form copy, generating graphics for general communications and marketing efforts, coordinating events, and managing social media accounts. Writing tasks may include articles on IPHAM faculty research, public health research, student achievements, and institutional news. A deep understanding of medical and/or scientific terminology is not required. Knowledge of social media best practices, photography, and/or graphic design will allow for additional flexibility in the work assigned. Work will be published through IPHAM platforms and may also be featured elsewhere within the Feinberg School of Medicine and/or Northwestern's Office of Global Marketing.

Key Attributes:

- Ability to review complex information regardless of familiarity and translate it into engaging, approachable content.
- Ability to conduct interviews — via Zoom, phone, or email — and write news stories for a variety of communication channels.
- Work alongside other team members to review/ edit content.
- Strong editorial skills
- Must display a willingness to learn as topics will likely need to be researched to improve understanding before writing about them for the general public.
- Ability to think creatively.

Qualifications:

Must be a Northwestern University undergraduate or graduate student currently enrolled in classes. Preference for students with interest in science communication, marketing, journalism, or English.

Additional Information:

Work can be done remotely and hours can be flexible based on assignment deadlines.

Please submit a resume and 1-2 writing samples (published or unpublished).

Pay rate: \$17/hr

Hours/Week: flexible, 10-20 preferred

Contract period: Six months with the possibility to renew

To apply, email resume and writing samples to Andrew Nellis at andrew.nellis@northwestern.edu