

## Partnership for a Healthier America

### Communications Internship

The Partnership for a Healthier America (PHA)'s communications team is looking for a super smart intern to join us in Spring 2018. Our interns are brainy, hardworking, passionate about events, communications, content and the health of our nation's kids ... and they also have a sense of humor and like working in a fast-paced environment.

PHA works with the private sector and PHA Honorary Chair Former - First Lady Michelle Obama to make healthier choices easier for busy parents and families.

#### **Internship Description:**

PHA's Communications team is looking for a part-time or full-time intern for Spring 2018. Interns will have the opportunity to work with PHA's day-to-day communications team, including its Innovating a Healthier Future Summit and Expo.

#### **Roles and Responsibilities:**

- Assist the team in planning for, and execution of, logistics, communications and marketing to support PHA's Innovating a Healthier Future Summit;
- Monitor the [events@ahhealthieramerica.org](mailto:events@ahhealthieramerica.org) inbox;
- Attend team meetings, brainstorm and strategy sessions aimed at meeting PHA's Summit, communications and marketing goals;
- Assist in the development of written and presentation materials designed to disseminate results of projects;
- Run weekly reports for registration and housing reports, dedupe registration information accordingly;
- Entering data and uploading photos to website;
- Recruit, schedule and manage volunteers for Summit;
- Order supplies and collate materials in advance of the Summit;
- Populate attendee app with event specifics;
- Attend and staff a portion or all of the Summit, May 2 – 4, 2018 in Washington, D.C.; and
- Provide general administrative support.

#### **Minimum Qualifications:**

- In progress or completed bachelor's degree in communications, marketing, events with an interest in public health, health science or a related field;
- Ability to work a minimum of 24 hours/week in the PHA office, from January (flexible start date) through the 2018 PHA Innovating a Healthier Future Summit (May 2-4<sup>th</sup>).

- Excellent verbal, interpersonal, and written communication skills in English; ability to write and present data and information in a compelling way to different audience;
- Experience organizing events;
- Ability to work effectively in a fast-paced environment;
- Strong time management and organizational skills; demonstrated ability to work well independently and in teams;
- Track record of being able to produce work in a timely manner with flexibility when necessary to adapt to changing work conditions;
- Ability to read carefully, follow directions, and attend to detail;
- General knowledge of childhood obesity and its contributing factors is preferred;
- Proficiency in MS Word, Excel, Wordpress and PowerPoint; and
- Savvy technology skills, Internet research skills as well as a willingness to use print materials and telephone skills for extended research.

To apply, please send resume, cover letter and a short writing sample (no more than two pages) to [jobs@ahealthieramerica.org](mailto:jobs@ahealthieramerica.org). Include "Communications/Marketing Intern Spring 2018" in the subject line.