



Communication Internship

Internship period

January 19, 2021 - June 4, 2021 (winter and spring quarters)

Supervisor

Mikaela Freundlich Zubiaga, MPH
Program Operations Specialist, Latino Center for Health

Hours/FTE

10-15 hours/week (25%-37.5% FTE)

Internship description

The Communications Intern will support the Latino Center for Health in its communications and digital engagement efforts. This position will assist with growing the Center's visibility, community engagement, and impact on the national, state, and local levels—specifically via web & social media, as well as other media.

Duties and Responsibilities

Website:

The Communications Intern will work closely with the Center's Program Operations Specialist assisting with:

- Creating content for LCH's new website in partnership with other LCH members
- Keeping LCH website up-to-date with the most current statistics, reports, etc.
- Posting news stories and events
- Tracking website traffic and engagement; creating measures of success and quarterly reports
- Making the website more accessible for Latinx communities (Spanish-speaking, etc.)

Social media:

The Communications Intern will work closely with the Center's Program Operations Specialist assisting with:

- Posting and sharing news stories and Latino health-related information on LCH's social media sites (Facebook, Twitter, YouTube)
- Responding to questions, comments, and messages that come up in LCH's social media sites

- Tracking social media traffic and engagement; creating measures of success and quarterly reports

Other communications, outreach & engagement:

The Communications Intern will work closely with the Center's Program Operations Specialist assisting with:

- Developing LCH's strategic communication plan
- Identifying content for and disseminating LCH's bi-weekly newsletter
- Writing press releases, internal communications, outreach emails and documents, etc.
- Identifying and implementing procedures for making LCH's online events more accessible (for hard-of-hearing folks, Spanish speakers, etc.)

Minimum Education Required

- Bachelor's degree in Communications or related field
- Must be a current graduate student

Required Experience, Knowledge, and Skills

- Basic-to-intermediate experience using WordPress for website content development
- Basic-to-intermediate experience using Facebook, Twitter, and YouTube for communications, outreach, and/or engagement purposes
- Experience writing internal and external communications materials such as brochures, press releases, summary reports, etc.
- Keen attention to detail

Desired

- Demonstrated commitment to health equity and/or promoting the health & wellbeing of Latinx communities
- Fluent in English and Spanish
- Able to work independently to identify and solve problems

Eligibility

- Must be a matriculated student during the internship period stated above
- Must be registered either as a p/t (at least 4 credits) or f/t student

Compensation

Up to \$20.00/hour based on experience. This is a Student Hourly Pay (SHR) position paid in accordance with [University policy](#).

To Apply

Email application materials to latcntr@uw.edu. Please include "LCH Communications Internship" in your email subject line and label all of your documents with your last name first.

Application materials include:

- Cover letter, including description of previous communications and/or digital communications/marketing experience and, if applicable, engagement with Latinx communities
- Current transcript (unofficial)
- Resume or CV

Deadline:

Submit your application materials by 11:59 pm January 8th, 2021.

Acceptance:

If offered the internship, the candidate must accept within one week.

Notification:

Those candidates not selected will be notified via email.

Equal Opportunity Statement for Employment:

University of Washington is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, protected veteran or disabled status, or genetic information.

To request disability accommodation in the application process, contact the Disability Services Office at 206-543-6450 / 206-543-6452 (tty) or dso@uw.edu.