

Global Health Community Engagement & Communications Intern

The North Carolina Global Health Alliance is seeking a passionate, self-starter with a deep commitment to global health equity and collaboration to serve as its part-time **Global Health Community Engagement & Communications Intern** for the 2024 - 2025 year, with option to extend.

This position is ideal for students currently studying global health who wish to become more connected to the industry at large. Candidates must be based in North Carolina and be willing to travel to the Triangle for events at least twice a year (October & March).

Position Details

- Location: North Carolina based, remote work; intermittent in-person attendance at events in the Triangle Area required
- Hours: Flexible 6-8 hour / week commitment depending on Alliance event calendar, with estimated 15 hour / week commitment in month leading up to Annual Conference on October 22, 2024
- Stipend: \$120 per month
- Commitment: Twelve-month commitment with the opportunity to extend to two academic years
- Deadline: Applications are accepted on a rolling basis
- Start date: Flexible start date in August or September 2024

Duties Include:

- Check-in weekly with the Executive Director.
- Lead the drafting process of the NCGHA bi-weekly (twice a month) newsletter, including updating upcoming global health events and new global health job opportunities. Communicate with ED for approval process and schedule send.
- Play an active role in the planning and preparation of the Annual NC Global Health Conference, taking place October 22 in Raleigh, NC. Help with strategic thinking around theme and speakers, design materials, help with communications on social media and to attendees / speakers, and co-lead advertising of the conference.
- Attend the conference and serve as a key contributor to the day's events.
- Post on social media pages (LinkedIn, X, and Facebook), including re-sharing member events & announcements, and creating new posts for NCGHA events.
- Track social media engagement data.
- Support the maintenance and design of the organization's website (Wix).
- Attend quarterly Board meetings and take notes, when available.
- Communicate directly with member organizations, as needed.
- Support event planning and attend events, when available.

Preferred Qualifications:

- Ability to work independently and see projects through to completion
- Commitment to collaboration and ability to work well on small team environment
- Excellent written & oral communication skills

- Strong attention to detail and commitment to high quality outputs
- Organizational skills and capacity for effectively managing multiple tasks
- Ability to work respectfully and effectively with people with varied backgrounds
- Intercultural sensitivity in diverse settings
- Ability to think creatively and strategically and openness to new ideas

Preferred Skills / Knowledge

- A background in global health, public health, or life sciences
- Design skills and / or creative abilities (e.g. Canva)
- Microsoft Office (SharePoint, Office, Teams, etc)
- Previous experience in *or* willingness to learn website management
- Experience using a CRM (not required)
- Second language, a plus

Application Process

To express interest, [please complete this online form](#) and attach your updated resume. Applications are accepted on a rolling basis. All applicants will receive a status update within one month of applying. Applicants invited for an interview can expect a first interview to consist of a short (15 – 30 min) screening call and a second interview to consist of a longer (45 min – 1 hour) interview, both held virtually.