

July 11, 2017



Children's Hospital of Philadelphia

Internship

Job Summary

PolicyLab at Children's Hospital of Philadelphia (CHOP) is seeking an undergraduate intern to work with its communications team. PolicyLab is an independent research center dedicated to achieving optimal child health and well-being by informing program and policy changes through interdisciplinary research. The communications team is responsible for translating PolicyLab research and policy recommendations to internal and external audiences through a variety of online and public relations tactics.

To assist the communications team with its goals, the Communications Intern will be responsible for:

Drafting and scheduling tweets

Drafting content for the PolicyLab website

Researching and recording media clips

Writing bios of outside speakers and for other events

Assisting the communications team with other tasks as needed

Candidates should be currently enrolled in an accredited higher education program- sophomores or upper classmen who are currently studying communications. An interest or background in health communication is preferred, but not required.

Strong candidates will have good writing skills, social media experience and comfort with copyediting. Video editing skills are a plus. The paid internship starts with the Fall semester and runs through the academic year with 15-20 hours per week of work available.

To apply, please contact PolicyLab Communications Manager Lauren Walens (walensl@email.chop.edu) with a resume, cover letter and writing sample.

Job Responsibilities

- Provide analytical and / or administrative support for various projects.
- Organize and prioritize work tasks appropriately.
- Communicate well with team members.
- Miscellaneous tasks as assigned.

Required Licenses, Certifications, Registrations

Required Education and Experience

Approved For Posting
Office of Student Life

Required Education: High School diploma / GED; enrollment in a Bachelor's degree program in related field

Preferred Education, Experience & Cert/Lic

Additional Technical Requirements

- Proficient in Microsoft office suite of products.
- Strong organizational skills.
- Ability to learn new concepts.

Job Segment: Administrative Assistant, Administrative, Research