

Posted : 25 Aug 2020

Communications Intern

Organization:

FIND is an international non-profit organization based in Geneva, Switzerland. The organization is dedicated to activities that result in 1) new diagnostic tools; 2) expanded access to these tools; and 3) strengthened diagnostic testing capacity for poverty-related diseases in low- and middle-income countries.

For more information about the organization, please visit <http://www.finddx.org/>

FIND uses a variety of media, online and in print, to inform our technical and non-technical stakeholders about the progress and successes of our programs and to communicate the importance of diagnostics and testing for global health.

Location: New Delhi

We are looking for a Communications Intern to support our Communications Team, someone who is strong writer, a quick learner, proficient in social media and interested in communications and global health.

As Communications Intern, you will be working as a part of a small team under the supervision of the Head of Communications with a direct reporting line to the Strategic Communications Officer (both based in Geneva) and a dotted line to the Senior manager-Programs & Partnership (based in New Delhi). You will gain valuable experience supporting key projects and planning and producing communications materials.

Your Responsibilities:

- Input into development of communications materials in support of projects and initiatives that span FIND's core disease areas as well as COVID-19.
- Support FIND's social media activities, with input and support from the communications team, including planning, engagement strategies, daily posting, and indicator tracking.
- Research, write, edit and/or proofread multimedia content, including factsheets, website, presentations, press releases etc., as needed.
- Update FIND's photo library and ensure photos and videos are tagged correctly.
- Liaise with suppliers, e.g. designers and printers, as needed.
- Set up meetings and support the communications team with diary management, as needed
- Work with the communications team to develop and implement new ideas and projects.
- Other communications support and related admin, as required.

Skills and experience required:

- Must be a student in good standing or doing a Master's programme, preferably in global health, international relations, journalism, communications or related field
- Must be able to work 40 hours per week
- Must have the necessary legal documentation to work in India, and be set up to work remotely (laptop, workspace, etc.).
- Fluency in English, with excellent writing and editing abilities
- Inquisitive and creative, critical thinker with good research and presentation skills

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Nature of Appointment:

The selected candidate shall be initially offered a consultancy contract for 3 months with a possibility of extension for another 3 months

Compensation offered:

The gross remuneration budgeted for the position shall be commensurate with the qualifications, experience, and salary history, of the selected candidate.

Deadline to send your application:

Please mail a motivation letter, a detailed resume and three references to HR-IN@finddx.org and by **15 September 2020**

But don't wait until the deadline! We will start screening right away and if we find the right person, we will stop searching.