Undergraduate Communications Summer Intern

The Center for Children and Families (CCF), located at the McCourt School of Public Policy's Health Policy Institute, is seeking an undergraduate student from Georgetown University or Howard University for a virtual summer 2021 internship supporting our communications team. Internship start and end dates are flexible, as are specific working hours.

About CCF
The Georgetown University Center for Children and Families (CCF) is an independent, nonpartisan policy and research center founded in 2005 with a mission to expand and improve health coverage for America’s children and families. For more information visit http://ccf.georgetown.edu/.

Duties
• Help update, categorize, and maintain CCF media lists, and track articles of priority reporters.
• Generate monthly web and social media statistics using Google Analytics and Sprout Social.
• Track media clips on specified child health issues.
• Update CCF website, including categorization of CCF publications and blog posts.
• Update and maintain mailing lists and other communications tools.
• Provide assistance on research topics related to CHIP, Medicaid, and the ACA.
• Provide research support for projects, including written reports, presentations, and policy analysis.
• Other communications, policy and research, or administrative duties as needs arise.

Qualifications
● Strong organizational and writing skills
● Strong interest in health policy or social welfare policy
● Experience using social media

Time/ Compensation: 20-40 hours per week @ $16/hour

How to Apply?
Interested candidates should send a resume and cover letter to ccfrecruiting@georgetown.edu with the subject line “Undergraduate Communications Intern Position”. Applications will close at 11:59PM on Wednesday, March 31st.