



## **Undergraduate Communications Fall 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 for a part-time Fall 2022 internship supporting our communications team. Internship start and end dates are flexible, with weekday morning availability is required.

### 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

CCF is a nonprofit, nonpartisan research and policy center whose mission is to promote the availability of comprehensive, affordable, quality health care coverage for families and children. We focus principally on issues relating to low-income children and families. CCF is part of the Georgetown University's Health Policy Institute. Georgetown University is an Equal Opportunity/Affirmative Action Employer fully dedicated to achieving a diverse team of employees. All qualified applicants are encouraged to apply and will receive consideration for employment without regard to race, color, religion, national origin, age, sex (including pregnancy, gender identity and expression, and sexual orientation), disability status, protected veteran status, or any other characteristic protected by law.

This position is remote or hybrid. CCF is located on the Law School Campus and 500 First St NW, accessible to the main campus via GUTS.

Time/ Compensation: Up to 20 hours per week @ \$17/hour

### **How to Apply?**

*Interested candidates should send a resume and cover letter to [cfrecruiting@georgetown.edu](mailto:cfrecruiting@georgetown.edu) with the subject line "Undergraduate Communications Internship". **Applications will close at 11:59PM on Friday, August 5th.***