

Communications & Engagement 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 **Communications & Engagement Intern** for the 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 (March 21, 2025 & October 17, 2025).

Position Details

- Location: North Carolina based, remote work; intermittent in-person attendance at events in the Triangle Area required
- Hours: Flexible 5 hour / week commitment depending on Alliance event calendar, with estimated increase in month leading up to Annual Conference on October 17, 2025. Day-long commitment for Annual Conference, Half-day commitment for Career Fair in March.
- 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 January 2025

Duties Include:

- Check-in weekly or bi-weekly with the Executive Director.
- Contribute to 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.
- Support the preparations for the NC Global Health Careers Week, March 17 – 21,
 - Attend the in-person career fair on Friday, March 21 in Durham, NC, and serve as the head volunteer.
- Play an active role in the planning of the Annual NC Global Health Conference, taking place October 17, 2025 in Raleigh, NC.
 - Attend the conference on October 17 and serve as head volunteer on the day.
- 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.
 - Contribute to the design process of new materials and imagery.
- As needed, contribute to the maintenance of the organization's website (Wix).
- Attend quarterly Board meetings and take notes, when available.
- Communicate directly with member organizations, as needed.
- Contribute to other key priorities when available, including events, advocacy, university presentations, stakeholder meetings, committee meetings.
- Other projects when need, interest, and availability align.

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 email your resume and a short cover letter to Members@ncglobalhealth.org. Applications will be 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. We will request one professional or academic references if you are a final candidate.