



## COMMUNICATIONS / JOURNALISM INTERN

AIDS Research Alliance seeks a Communications / Journalism Intern to work approximately ten (10) hours per week. A four to six month commitment is required. Monthly stipend is provided.

The Intern will report directly to the Vice President of Development and assist in the creation of diverse print and electronic materials, including short news articles, feature stories, research projects and stakeholder interviews. Working together, the intern and the Vice President will clarify specific writing projects and a timeline for the completion of all work.

Candidates should possess a strong proficiency in English composition and grammar, excellent organizational skills, good word processing skills, and an out-going and friendly personality. A basic understanding of HIV/AIDS is preferred, but not necessary. Strong candidates will enjoy re-writing technical information for the lay reader.

### Internship Duties Include:

- Collecting, organizing, analyzing information, including medical and scientific data.
- Outlining and drafting diverse print and electronic material.
- Seeking and incorporating edits from senior staff and medical personnel.
- Proofreading and editing materials to improve the final impact and readability of all writing projects.
- Tracking and meeting deadlines.

### Learning Goals Include:

- Understand the value of communications to increase donor and stakeholder interest and investments in a major non-profit organization.
- Learn how to accept diverse writing assignments and deliver finished works that meet objective and subjective writing goals.
- Gain experience in modifying highly technical information for the lay reader.
- Develop good writing and editing skills.
- Appreciate the fast-pace nature of non-profit organizations.

If interested in applying, please send resume *via* email to [jobs@aidsresearch.org](mailto:jobs@aidsresearch.org) with "Communications Intern" in the subject line. A cover letter indicating interest is welcomed. If interested in referring a potential candidate, please have the candidate send a resume via email to [jobs@aidsresearch.org](mailto:jobs@aidsresearch.org). ARA is an Equal Opportunity Employer. No phone calls please.