

## Press Intern for Doctors Without Borders/Médecins Sans Frontières

Doctors Without Borders/Médecins Sans Frontières (MSF-USA) is pleased to announce its paid Internship Program. Interns gain practical work experience and support the work of our Communications, Development, Program, Human Resources (both for the field and the office), and Executive departments. Interns also gain a basic introduction to the field of international medical humanitarian aid and advocacy. All internships will take place in our New York office and will be paid at the rate of \$11.00 per hour.

- This is a competitive program. Candidates will be selected on a merit basis.
- Due to high volume of applications, only successful candidates will be contacted after the application deadline.
- Internship applications are accepted on a rolling basis. Candidates may apply for more than one term, but will only be contacted regarding the most current term.
- To obtain an internship position, you must be eligible to work in the US without sponsorship. International candidates are responsible for securing their U.S. work permit. If your CV indicates that you are not based in New York, please make sure to explicitly note in your cover letter that you will be available to move to New York City for the duration of the internship, if applicable.
- All candidates are responsible for their own accommodation (and relocation, if applicable) in New York City. If your CV indicates that you are not based in New York, please make sure to explicitly note in your cover letter that you will be available to move to New York City for the duration of the internship, if applicable.
- No calls or e-mails please regarding application status.

**Reports to:** Communications Assistant and Press Officer

**Type of position:** Intern, paid

**Time Commitment:** 20 hrs/week

**Duration:** August 14, 2017 to December 15, 2017

**Location:** New York City

**Application Deadline:** Friday, August 18, 2017

**Objective:** To lessen the workload of the communications staff while providing a practical learning experience to a student interested in humanitarian aid and advocacy and public relations.

**Overview:** The Communications Department of Doctors Without Borders/Médecins Sans Frontières works to expand awareness of the humanitarian crises and endemic health problems in developing countries that our medical teams address in the field. Public awareness is built through three primary means: active and reactive presswork; publications produced in-house, including our quarterly newsletter and website; and public education activities such as interactive exhibits, speaking events, and screenings, and the creation and distribution of teaching tools and curriculums.

The Press Intern will work closely with the Press Officer and Communications Assistant, offering day-to-day research support and meeting project-based needs as they arise. As a valued member of the Communications department, the Press Intern will be centrally involved in the department's attempts to bring MSF's advocacy messages into the media. He or she will have ample opportunities to learn about public relations through direct experience and humanitarian medical aid through osmosis. This position is ideal for a student interested in both humanitarian aid and public relations or journalism.

**Duties:** The Press Intern will be expected to perform the following tasks:

- Media research and daily monitoring of coverage (30%)
- Updating and maintaining the press office's media contacts (30%)
- Supporting media projects as they arise in response to developing humanitarian news stories (helping to organize press conferences, etc.) (20%)
- Tracking and filing MSF news clippings (15%)
- Putting together a tri-annual "media highlights" kit (5%)

**Skills:**

- Ability to work independently on a number of separate, simultaneous tasks
- Familiarity with US television and print media
- Proficiency in writing and internet research
- Working knowledge of Word and Excel
- French and/or Spanish a plus.

**TO APPLY: Email your resume and cover letter to [internships@newyork.msf.org](mailto:internships@newyork.msf.org) with the subject line: "Press Intern – Fall 2017".**