



National Medical Fellowships Communications Intern

About NMF

One of the first diversity focused organizations in the United States, National Medical Fellowships (NMF), founded in 1946, is the nation's premier 501(c)(3) non-profit organization seeking to eliminate health care disparities by increasing the number of Black, Indigenous, and People of Color (BIPOC) physicians and other health care professions working to advance health equity.

NMF works to expand access to education in health care professions, strengthen partnerships with institutions providing this education, and increase a sense of belonging for BIPOC students by enhancing its financial, communal, and emotional support. NMF also offers resources for physicians and other providers already working in health care. To ensure that clinical research findings benefit all populations, NMF works to increase the number of BIPOC researchers and investigators leading clinical trials and diversify participants in clinical research. In these ways, NMF unabashedly disrupts the systems and structures that erect barriers which impede talented and committed BIPOC students and providers from aiding communities made vulnerable by historic disinvestment and disenfranchisement.

Job Summary

The Communications Intern will have the opportunity to play a crucial role in developing communications initiatives to advance NMF's strategy and work to engage alumni, donors, organizations, and members of the public who are committed to advancing health equity. This role contributes to the development and implementation of communications and marketing strategies, social media brand management, event publicity, and storytelling. Reporting to NMF's Assistant Director of Digital Engagement, this position produces engaging and persuasive content across digital platforms (social media, email marketing) to promote and communicate NMF's work and requires both a demonstrated interest in health equity.

The Communications Intern will be responsible for helping produce graphics for social media and slide decks, help organize NMF's team site on Canva, and do research to support social media engagement. This is an exciting opportunity for someone who thrives in a fast-paced, mission-driven environment and wants to gain experience in a growing organization with a national presence.

Essential Functions

- Develop and edit graphics for social media in Canva.

- Help to organize content and design projects in NMF's Team Canva.
- Help plan and post content for review and approval on NMF's HeyOrca social media management platform.
- Participate in the Social Media Working Group.
- Develop a deep understanding of NMF's mission, strategic goals, stakeholders, and audiences.
- Conduct research to support communications messaging.

Qualifications

- 2+ years' experience in digital marketing/social media marketing
- Excellent written communication skills
- Strong internet research skills
- Mastery of Facebook, Instagram, Twitter, and LinkedIn
- Experience with content management systems, Microsoft Office, and image/video editing software
- Strong organizational skills

Work Environment

NMF's team shares a strong commitment to facilitating growth of a diverse health care workforce. The team is committed to increasing access to health care and improving health outcomes for communities of color made vulnerable by systemic and structural racism in medicine. NMF has a virtual remote working environment with team members based in different areas of the country.

Compensation

This position requires a commitment of 10 hours per week for 12 weeks and is compensated at the rate of \$17/hour. Start and end dates, and weekly schedule, are negotiable.

How to Apply

Applications should be submitted electronically to jobs@nmfonline.org.

Applications must include:

- Cover letter
- Resume

NMF values a diverse workforce and an inclusive culture—people of color, women, individuals with disabilities, immigrants, and people from other underrepresented communities are strongly encouraged to apply for this position. NMF does not discriminate on the basis of race, ethnicity, national origin, age,

creed, religion, physical ability, gender, gender identity or expression, pregnancy, sexual orientation, previous incarceration, veteran status, union membership or activism, or any other characteristic protected by local, state, or federal law.