

Communications Intern

The International Neuroethics Society (INS) has an available internship for an undergraduate or graduate student to serve as a communications intern. Main responsibilities include coordinating a newsletter, managing social media channels, answering member requests, and writing and editing content.

PRIMARY RESPONSIBILITIES

- › Coordinate the bi-weekly email newsletter
- › Draft content for reports, events, web, social media, etc.
- › Contribute to the strategy and development of communication strategies and related projects
- › Promote webinars, events and the annual meeting
- › Review websites and identify needs for improvement
- › Maintain and compile outreach lists for communications
- › Provide live support for the annual meeting (April 2024)
- › Respond to emails from members and the public
- › Assist with other related projects and activities

REQUIRED SKILLS

- › Available to check and communicate regularly by email
- › Proficiency with spreadsheets and data management
- › Proficiency with Google and Microsoft applications

PREFERRED SKILLS

- › Creating and sending emails and newsletters
- › Content and customer management systems
- › Managing social media channels
- › Tracking abstract submissions or registrations
- › Communicating with members and other audiences

BASIC DETAILS

- › \$15 per hour (USD)
- › About 5 hours per week
- › Starts approximately April 2023
- › 1+ year minimum commitment

DEADLINE TO APPLY

The deadline to apply is **February 10, 2024** (11:00pm ET). Incomplete or late submissions will not be accepted.

SUBMISSION REQUIREMENTS

- › Application form submission
- › Up-to-date CV or résumé
- › Brief cover letter

EQUAL OPPORTUNITY

All applications are treated as strictly confidential and judged on its merits without bias. All applicants meeting required qualifications will receive consideration for employment.

Candidates from underrepresented or marginalized groups are strongly encouraged to apply.

We look forward to hearing from you!

Review complete details and application instructions online.

[NEUROETHICSSOCIETY.ORG/INTERNSHIPS](https://neuroethicssociety.org/internships)



The International Neuroethics Society is a professional association of scientists, scholars, students, and practicing legal and health professionals who share an interest in the ethical, legal, and societal impacts of advances in brain science. Members come from many disciplines and are uniquely equipped to communicate the value and implications that new neuroscience knowledge, technologies, and potential applications bring to human health.