



Boston University School of Medicine



EXCEPTIONAL CARE. WITHOUT EXCEPTION.

## Communications Internship

**Overview:** This position is designed to provide writing and photography support to the communications team in its strategic communications with faculty, staff and students at Boston Medical Center (BMC), Boston University Medical Campus (BUMC) and BU School of Medicine (BUSM). It includes support of BMC's twice-monthly employee e-newsletter, the BMC Brief, and related intranet site; assisting in the production of videos, as well as general writing, editing, proofreading and administrative support for a variety of internal communications vehicles.

### Description of duties:

- Write news and feature stories for *the BMC Brief* produced by the Communications Office
- Cover events for staff information and coverage in appropriate outlets
- Write stories for BU School of Medicine website about research-related initiatives
- Write, edit and proofread communications projects including brochures, posters, print and electronic ads and other collateral
- Assist in production of communications videos as needed (including script writing or review, logistical support and on location assistance)
- Special projects, as assigned

### Qualifications:

- Strong writing and proofreading skills
- Ability to meet deadlines
- Detail-oriented and organized
- Interviewing skills, and the ability interact well with a variety of people, including patients and families, communications colleagues, and staff, including doctors and nurses
- Journalism or public relations education and/or experience
- Reliable, mature and professional
- Energy and enthusiasm

### Skills preferred:

- News writing experience, writing samples
- Photography and/or video experience

### Schedule:

20 hours a week (minimum)/ TBD within the 8:30 a.m.-4:30p.m. time frame; 12-week commitment

**Credit:** All BUMC Communications Office internships are available for academic credit and are unpaid. Proper documentation is required and students must be enrolled in a degree program throughout the duration of the internship.

**Contact:** Please list the internship name in the subject line of the e-mail, and forward cover letter, resume and writing samples to: [mpober@bu.edu](mailto:mpober@bu.edu)

### **About the BUMC Office of Communications**

The Communications Office promotes Boston University Medical Campus, Boston University School of Medicine and Boston Medical Center as leaders in health care, education and research to an external audience on local and national levels. The office also provides communications and public relations expertise to physicians, researchers, faculty, staff and students on the medical campus. Additionally, the department is responsible for communicating news and events to all internal audiences, whether it is directed to the hospital, medical school, medical campus or all three groups, in a clear and concise manner with a consistent message.

The office comprises three areas:

Internal communications – responsible for the *BMC Brief*, a twice-monthly electronic newsletter for the hospital physicians and staff, as well as providing content for the BMC intranet

Media relations – responsible for interactions with journalists and media outlets to communicate BMC/BUSM's expertise in research and its delivery of exceptional care, without exception.

Publications/electronic communications – responsible for the *Campus and Alumni News*, the magazine of the BU School of Medicine, as well as the content for the BU School of Medicine and BU Medical Campus websites.

### **About Boston Medical Center**

Boston Medical Center is a private, not-for-profit, 496-bed, academic medical center that is the primary teaching affiliate of Boston University School of Medicine. Committed to providing high-quality health care to all, the hospital offers a full spectrum of pediatric and adult care services including primary and family medicine and advanced specialty care with an emphasis on community-based care. Boston Medical Center offers specialized care for complex health problems and is a leading research institution. Boston Medical Center and Boston University School of Medicine are partners in the Boston HealthNet—15 community health centers focused on providing exceptional health care to residents of Boston. For more information, please visit [www.bmc.org](http://www.bmc.org)

### **About BU School of Medicine**

Originally established in 1848 as the New England Female Medical College, and incorporated into Boston University in 1873, the BU School of Medicine today is a leading academic medical center with an enrollment of more than 700 medical students, and 900 master's and PHD students. Its 1,246 full- and part-time faculty members generated more than \$350 million in research funding in areas such as amyloidosis, Alzheimer's, cardiovascular disease, cancer, infectious diseases, pulmonary disease, CTSE, among others. Its teaching affiliates include Boston Medical Center, Boston VA Medical Centers and 16 other regional hospitals as well as the Boston HealthNet Community Health Centers.