

JOB DESCRIPTION

Position Title: Communications Intern

Department: Communications

Report To: Director, Marketing

Job Summary: The Communications Intern will work with the Communications team to leverage media mentions and other third-party content to create a robust social media presence, as well as create content for web and other social media channels.

Essential Duties and Responsibilities:

- Populating Twitter feed
- Creating and posting content to web and social channels
- Moderating social channels with listening tools
- Responding to social comments with AAM brand messages
- Perform other duties as assigned consistent with the goals of AAM

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Interest in or knowledge of the pharmaceutical health care space
- Affinity for content development for social media
- Basic image editing and screen capture skills
- Strong interpersonal skills, exhibits a positive attitude and a professional demeanor
- Strong written and oral communication skills
- Ability to work in a team environment and accomplish tasks with self-direction
- Ability to follow schedules and meet deadlines
- Ability to prioritize and manage multiple initiatives simultaneously
- Ability to conduct research using online sources
- Strong organizational and project management skills with attention to detail



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Education and Experience Requirements:

- Current enrollment in or recent graduate with 3.0 or greater GPA from an undergraduate program.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- None

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standard office environment

Travel: none

This job description does not imply that the stated requirements are the only expectations for the position. Incumbents are expected to perform any other duties that may be assigned. AAM has the right to revise this job description at any time. AAM is an “at will” employer and as such, neither this job description nor your signature constitutes any form of contractual agreement between you and AAM.

Acknowledgement:

Name: _____ Date: _____

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