



Internship Opportunity: Communications Intern with Sick Cells (Sickle Cell Patient Advocacy Organization)

Sick Cells is hiring a communications intern to work on the 2024 SCD Policy Forum, specifically to increase our social media engagement and participation in the event. This position will work closely with the Sick Cells leadership team and report to the Program Manager.

Organization Overview

[Sick Cells](#) is a nonprofit whose mission is to improve the quality of life and care for people living with sickle cell disease (SCD), including ending the stigma of SCD. Our approach includes shaping public policy and creatively educating the SCD community (SCDC) and society overall.

To these ends, Sick Cells is working to:

1. **Elevate** the voices of the patients and the entire SCDC
2. **Highlight** the grave challenges and disparities this community faces,
3. **Unite and empower** the SCDC to effectively self-advocate

Internship Details

This is an unpaid internship with a monthly stipend of \$600. The position is 3-months long for 15-20 hours per week and requires in-person work.

As an intern, you will be part of a team that is shaping the public discourse on sickle cell disease (SCD). This is a unique opportunity to gain insight into the operation of a startup nonprofit while contributing to public awareness and knowledge of the power of grassroots advocacy.

As an intern, you will develop skills in social media management, event planning, communications, graphic design, grassroots activism, and policy. You will also gain technical skills on the following platforms - Microsoft software, Canva, Sprout Social Media Platform, Mailchimp Email Generator, and Slack.

Responsibilities:

Content Development (60%)

- Create and design social media content for annual policy forum using canva
- Create monthly content calendars to support communications
- Manage social media resources (Facebook, Instagram, Twitter, and LinkedIn)
- Work with community members to create Instagram takeovers

Event Communications (20%)

- Recruitment for event participation
- Phone banking to network
- Digital communications - email communication to participants
- Technical Support - day of technical support for participants



Organizational Support (20%)

- Draft monthly social media reports
- Assist with programmatic community engagement through a recruitment campaign targeting individuals between the ages of 16-24
- Assist with special projects, like social media lives, and videos

The Communications intern will leave the internship with the following deliverables:

- Content calendar
- Outreach strategy for event communication
- Email templates
- Metrics on social media engagement

Qualifications:

Education/Experience Requirements: We are looking for an energetic and responsible intern to join the Sick Cells team. This individual must have at least 2 years of undergraduate experience, currently enrolled in a Master's program, or enrolled in a design program.

Knowledge/Skills Requirements:

- Experience with Canva or other graphic design engines
- Excellent organizational skills with a high level of attention to detail and follow-up
- Multi-tasking skills are essential
- Strong oral and written communication skills, with the ability to interact with all levels of internal and external management
- Ability to maintain confidentiality of sensitive information
- Desktop personal computer skills (Microsoft Outlook, Word, PowerPoint, etc.)
- Ability to work independently as well as within a small team
- Knowledge of and experience with social media platforms (Twitter, Facebook, Instagram, Snapchat)

Working conditions

The Communications Intern will work in person one to two days per week. The position is located in the Chicagoland Area

The position will require the following:

- Computer and Internet access
- Ability to travel 1-2 days a week to a Chicago suburb
- Availability on March 19 and 20, 2024

We will also offer an optional trip to Washington, DC, on February 25-28th for the annual Rare Disease Week.

(Computer is not provided by Sick Cells.)

Physical requirements



This position may involve a one-time trip on an airplane to Washington, DC. There are no physical requirements.

Non-physical requirements

Requires ongoing compassion, understanding, and a positive attitude when responding to the sickle cell community, as well as developing new messaging for the community.

Sick Cells is an equal-opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the basis of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression—individuals identifying as people of color are encouraged to apply.

If interested, please send a resume and two (2) social media design samples to info@sickcells.org. Based on submitted content, select candidates will subsequently be asked to complete a design challenge prior to the first interview.