



**Gender & Health Hub
Annual Hub Forum 2021**

Terms of Reference – Communications & Events management Intern

Key tasks

1. Works in close coordination with the Gender & Health Hub team to assist with the implementation of the Annual Hub Forum-related communications in the lead-up, during, and after the Gender & Health Hub Annual Hub Forum 2021.
2. Assists the team with the logistical preparation ahead of the meeting. This includes but not limited to strategic reach outs to stakeholders, sending personalized invitations and follow up communications as required.
3. Update the stakeholder database with newly identified stakeholders.
4. Assist the team in producing event and social media collateral for dissemination.
5. Attend weekly planning meetings with the team to assess event timeline and tasks.
6. Supports the team with post-event surveys, reports, and analytics.
7. Supports the Gender & Health Hub team with any other tasks that may be required.

Qualifications, Skills, Education, and Knowledge:

- Currently enrolled in or have recently completed bachelor's degree or postgraduate coursework in related field such as communications, journalism, international affairs, public health, human rights, or gender studies.
- Experience with leading communications related to conferences and/or large events.
- Strong oral and written communication skills.
- Strong project coordination skills.
- Ability to effectively work in a fast-paced environment under tight deadlines and work.
- Strong attention to detail and a commitment to consistently delivering excellent-quality work.
- Excellent interpersonal skills, flexibility, and resourcefulness in solving problems.
- Must be able to work remotely with access to a computer, stable internet connection to participate in virtual meetings.
- Candidates located in the Asia Pacific region are strongly encouraged to apply.

Desirable



- Experience with MailChimp and Canva.
- Experience in virtual event management, digital marketing, and strategic communications.
- Experience or interest to learn in the field of gender and global health.

How to apply?

Interested applicants are required to submit the following to genderhealthhub@unu.edu:

1. A **cover letter** outlining your reasons and motivations for applying as well as how you fit the selection criteria. As a general rule, please keep your cover letters concisely written (less than 500 words), with proper heading, subject, salutation, date and punctuation.
2. Updated **resume**, with contact details, academic record, publications and past work experiences (if any);
3. Completed UNU-IIGH [internship application form](#).

Deadline to submit an application is 3 November 2021.