Jobs I am Interested In

Media Relations Coordinator

**Job Summary:**  
The Elizabeth Glaser Pediatric AIDS Foundation (EGPAF) seeks an experienced, media relations specialist to fill the role of Media Relations Coordinator. This person will play a key role in all facets of the Foundation’s media outreach, including the writing of press releases and blogs, pitching story ideas and responding to reporter requests, and maintaining media-related databases. The position will also be responsible for updating media sections of the Foundation’s website, and daily monitoring of the media landscape as it pertains to the Foundation, global health, and HIV/AIDS.

**Essential Duties and Responsibilities:**

• Assist Senior Media Relations Manager to generate strong press coverage with key U.S. and international media on the Foundation’s global advocacy, public policy, programmatic, and research efforts.  
• Assist with developing messaging and talking points, as well as media training of Foundation staff and ambassadors.  
• Assist with responding to media requests in a timely manner.  
• Craft press releases, statements, press advisories, and blogs when called upon.  
• Assist Senior Regional Communications Officer with communications activities in Africa.  
• Managing media contact database and generating reports on media coverage.  
• Monitoring media for mentions of Foundation and HIV-AIDS issues.  
• Manage daily clips dissemination, including updating internal and external websites with relevant media stories.  
• Work with Senior Media Relations Manager to keep staff informed of issues raised in media, as well as the development of major news stories that may affect the Foundation’s image or work.  
• Manage the posting and updating of media-related content on the Foundation’s website.  
• Assist with coordination of press conferences, editorial board meetings, and other media events when called upon.  
• Represent Foundation at various meetings and conferences.

**Qualifications and Experience**

• 2-4 years experience  
• Experience in communications, media and public relations, and/or the non-profit sector  
• Interest and knowledge of HIV/AIDS and/or global health issues a plus  
• Proficient with MS Office suite (Word, Excel, PowerPoint, etc.)  
• Excellent writing, proofreading, and copyediting skills a must  
• Experience with blogging and social media tools (Facebook, Twitter, WordPress, etc.)  
• Excellent communication skills; must be able to interact and communicate with individuals cross-culturally and at all levels, and work in a team environment  
• Able to multitask and handle deadlines and stressful situations in a professional manner  
• Creative and persistent problem solver

Africa Internship-Freedom House

**Freedom House** supports the spread of freedom and democracy throughout the world through research, effective advocacy and programs directly supporting frontline activists. We are a leader in identifying threats to freedom through our highly regarded analytic reports, including *Freedom in the* *World.* With 13 field offices and two U.S. offices, we are supporting the right of every individual to be free.

**Position Summary**

The Intern will have the opportunity to gain experience in program administration, USAID financial rules and regulations, developing grant proposals, and Freedom House methodology. He/she will demonstrate through presentation of her/his educational and professional record and life experience that he/she has an academic background in African issues, experience on the continent, language skills applicable to our program needs, knowledge of human rights, dedication to democratic principles, and career aspirations related to the region.

**Minimum Qualifications**

* Bachelor's degree or current college or graduate student
* Strong ability to communicate effectively in English, both verbally and in writing
* Ability to communicate effectively in a second relevant language is preferred
* Knowledge of or interest in human rights and democracy issues in the Africa region
* Proficiency with MS Office Suite
* Knowledge of human rights, democracy and international development concepts preferred
* Knowledge of basic accounting principles and grant-related compliance requirements preferred
* Experience living, volunteering, working, or studying in the region preferred

**Some Duties and Responsibilities**

* Assist in background research needed for proposals and program activities
* Provide administrative and logistical support for day-to-day functioning of Africa programs
* Assist with database maintenance
* Attend Africa related events and other external meetings as necessary and provide readout to team members
* Assist with other related projects as needed

Global journalism fellowship in Toronto for young journalists

Young journalists who aspire to be foreign correspondent can apply for an 8 month fellowship from the University of Toronto. Hurry, the deadline is February 13, 2012.  
  
U of T's Munk School of Global Affairs is offering 10 fellowships to journalists expert knowledge of complex topics. Fellows will be mentored by a professional journalist while freelancing to major media and attend journalism courses and lectures. Fellows graduate with a certificate in global journalism.  
  
Qualifications include a graduate degree, professional degree or equivalent work experience in a specialized field - business, economics, health, technology, science and more - and English fluency. Professional journalism experience is not a requirement.  
  
Applicants must submit a resume, transcripts, two story proposals, work samples, a personal essay, video statement and three recommendation letters.

Reporter job @ newspaper near Detroit

The *Ferndale Review*, an online newspaper that will soon publish a weekly print edition, is seeking a reporter to cover community news.   
  
This a full-time position, which involves attending city council and school board meetings, big events, grand openings, and the like. Digital photography skills and equipment a definite plus. Paper publishes once per week on Wednesdays out of our Hamtramck office. Tuesday is therefore deadline day. You would answer to our chief editor, but eventually have some input into what gets covered and how, particularly once you get to know the major players in town.  
  
Send clips and writing samples to: cs [at] thehamtramckreview.com, or drop off in person (or send by snail mail) to: The Review, 3020 Caniff St., Hamtramck MI 48212. Check out the web version at www.ferndalereview.com.