## Communications Intern

International Neuroethics Society

January/February 2024

### Newsletters

**Communications Intern** – The International Neuroethics Society (INS) is[seeking a student intern](https://www.neuroethicssociety.org/communications-intern) to work with staff on communication-related activities. This is a part-time position available starting April 2024 and paying $15 per hour for work completed remotely — about 5 hours per week. Candidates must be current undergraduate or graduate students and should possess excellent communication skills and a passion for science and neuroscience. See the position listing on the INS website for details. All application documents are due February 10.

### Details

* Internship details: <https://www.neuroethicssociety.org/communications-intern>
* Application deadline: Saturday, February 10, 2024 at 11:30pm ET

### Posts

The INS is seeking a part-time communications intern starting in April 2024. Applicants must be current undergraduate or graduate students. Successful candidates will earn $15/hour for remote work. All application materials are due Saturday, February 10 at 11pm ET. <https://www.neuroethicssociety.org/internships>

The deadline to apply for the INS communications internship is in a few weeks! Applicants must be current undergraduate or graduate students. The remote, part-time position will start in April 2024 and pays $15/hour. See details at: <https://www.neuroethicssociety.org/internships>

The deadline to apply for the INS communications internship is Saturday, February 10. Applicants must be current undergraduate or graduate students. The part-time position will start in April 2024 and will earn $15/hour for remote work. <https://www.neuroethicssociety.org/internships>

### Description / Webpage

**Internship for students interested in neuroethics and science communication**

The International Neuroethics Society (INS) has an opening for a **communications intern** to coordinate several activities on behalf of our 300-member association. Main responsibilities include coordinating our newsletter, managing social media channels, answering member requests, supporting the development of communications plans, and writing and editing various pieces of content. This is a part-time position available starting April 2024 with the expectation of 1-year commitment through at least May 2025.

The accepted candidate will earn $15 (USD) per hour for work completed remotely. Workload will vary weekly, averaging about 5 hours each week. There is also potential for additional hours with other projects and events, including our annual meeting in Baltimore, MD, USA.

Only undergraduate and graduate students currently enrolled in a degree granting institution will be considered. Students taking a gap year or in between education programs will not be considered. Candidates from underrepresented or marginalized groups are encouraged to apply. Candidates with experience or interest in neuroethics, neuroscience, and science communication will be strongly considered. The INS is an equal opportunity employer.

To apply, complete the [application form](https://forms.gle/pE2PwboQh2dqAGu1A) and separately send by email — to Robert Beets, INS Executive Director (administrator@neuroethicssociety.org) — two documents: a brief letter describing your interest in the position and an up-to-date curriculum vitae (CV) or résumé. Use the subject line 'Internship'.

Please direct any questions to this email. No phone conversations will be granted prior to receiving documents. Applications must be received by February 10 at 11:00 p.m. ET. Incomplete or late applications will not be considered.

**Responsibilities and Skills**

Responsibilities include, but are not limited to:

* Coordinate content and distribution of the bi-weekly email newsletter
* Draft and edit original content for reports, events, web, social media, etc.
* Contribute to the strategy and development of other communication projects
* Contribute to the promotion of webinars and the annual meeting
* Review web presence and identify needs for improvement
* Maintain and compile outreach lists for communications
* Provide live support for the annual meeting (April 2024)
* Respond to emails from members and the public
* Assist with other related projects and activities

Candidates should have proficiency:

* Maintaining a positive and respectful demeanor
* Communicating effectively with many people
* Writing and editing concise documents
* Keeping organized files and data
* Adhering to and improving processes
* Managing multiple tasks and deadlines
* Working efficiently to meet expectations
* Solving problems independently

Required skills and experience:

* Available to check and communicate regularly by email
* Proficiency with spreadsheets and data management
* Proficiency with Google and Microsoft applications

Preferred skills and experience:

* Creating and sending emails and newsletters (AMO, Benchmark)
* Content and customer management systems (Wordpress, MemberClicks)
* Managing social media channels (X, Facebook, LinkedIn, Reddit)
* Tracking abstract submissions or registrations (Google Forms/Drive)
* Communicating with students, members, and other public audiences

**Diversity and Inclusion**

The International Neuroethics Society welcomes applicants from underrepresented communities and marginalized groups, including women, people identifying as LGBTQIA+, people with disabilities, and students living in or originating from Africa, Latin America, and Southeast Asia. Applicants are encouraged to highlight any aspect of themselves — including identity, national origin, life experience, or other considerations — relevant to our efforts to better include, support, and/or empower underrepresented communities. Details about personal identity or experience can be submitted in the application form or included in the letter.

**Equal Opportunity Employer**

The International Neuroethics Society is an equal opportunity employer. All applications are treated as strictly confidential and judged on its merits without bias. All applicants meeting required qualifications will receive consideration for employment. We do not discriminate on the basis of race, color, ancestry, national origin, religion, or religious creed, mental or physical disability, medical condition, genetic information, sex (including pregnancy, childbirth, and related medical conditions), sexual orientation, gender identity, gender expression, age, marital status, military or protected veteran status, citizenship, or other protected characteristics.

**Testimonials**

“This internship is a great opportunity for anyone who wants to get involved in the international neuroethics community or learn more about effective science communication. This internship has not only broadened my understanding of neuroethics but has also equipped me with skills vital for communication within an organization. I have learned about a wide variety of topics in neuroethics from the ethical implications of emerging neurotechnologies to the social and cultural dimensions of neuroscience research. Additionally, the support and mentorship I received throughout the internship were instrumental in my improvement as a communicator and writer.” – Cindy Xin

“This internship offers an excellent opportunity to immerse yourself within the international neuroethics community by building relationships and communicating with leading scholars in the field. The role is also an outstanding way to acquire a breadth of knowledge about the wide range of disciplinary topics that encompass neuroethics, and to enhance science communication skills for different audiences. Your positionality as an intern will allow you to make a tangible impact on the field, and your contributions are valued and recognized by Society members.” – Erin Morrow

"This internship is a phenomenal opportunity not only for those compelled by the niche field of neuroethics, but also for those interested in the broader field of science communication as well. Both the projects you’ll work on and the people you’ll work with will enrich your understanding of all the different facets of communication within an international organization, and provide you with valuable experience that aligns with your interests." – Josie Watkins

**Share**

{Flyer, graphic, embedded post}

### Email

Dear {NAME},

The International Neuroethics Society (INS) has an opening for a [communications intern](https://www.neuroethicssociety.org/communications-intern) to coordinate several activities on behalf of our 300-member international association. I am contacting you today because students { in your network / at your institution } may be interested in this opportunity. This is a part-time position starting in April. The application deadline is Saturday, February 10.

The position's main responsibilities include coordinating our newsletter, managing social media channels, answering member requests, supporting the development of communications plans, and writing and editing various pieces of content. As described by Erin Morrow, a previous intern: “This internship offers an excellent opportunity to immerse yourself within the international neuroethics community by building relationships and communicating with leading scholars in the field."

We have a set of resources to help you [share the announcement](https://www.neuroethicssociety.org/communications-intern#share), including a short paragraph for newsletters, sample social media posts, and a branded image. Please direct people to the [position description](https://www.neuroethicssociety.org/communications-intern) for complete details and information about how to apply.

Thank you for sharing with your networks and any students who may be interested. Let me know if you have any questions.

Appreciatively /