

<b>Title</b>	Communication generalist - internship (6 months)
<b>Context</b>	<p>The Penta Foundation is a non-profit organization promoting activities related to research on HIV and other paediatric diseases, principally infectious diseases. It coordinates a global network of clinicians and researchers, who conduct research aimed at improving the health and lives of women and children. The Foundation sponsors observational studies and clinical trials according to the GCP guidelines and other relevant European Directives. It is a centre for project development and management and for the collection and dissemination of information on paediatric infectious diseases related issues. It also coordinates training programmes for health providers.</p> <p>The Penta Communication team promotes the Penta brand and coordinates Penta corporate communication. It also manages the communication and dissemination activities in all Penta projects and studies. The team interacts closely with the project managers at Penta and with the Penta network's members, who are researchers, clinicians, epidemiologists, statisticians, and data managers.</p> <p>As Penta continues to grow, we want to ensure we maximize our credibility and prestige at international level as a world-leading organization in child health research and continue to be a point of reference regarding critical paediatric concerns for institutions, the scientific community and the greater public.</p>
<b>Role</b>	<p>The primary role of the Communication generalist is to assist with designing and delivering effective communications about Penta and its research activities, be it through tried and tested approaches or experimenting with innovative strategies and platforms.</p> <p>The post holder will be expected to be fluent in English (B2 level), proficient in social media and comfortable in using the online communication to share ideas and generate dialogues.</p> <p>The post-holder can expect support and supervision from the Senior Communication Manager and will operate within a friendly group of people.</p>



	This post provides an exciting opportunity for someone with a strong interest in communication and willing to develop skills in medical and science communication and to learn from an existing network focusing on paediatric infectious diseases.
<b>Location</b>	This position will be based at the Penta Foundation in Padua, IT
<b>Reporting line</b>	Reports to the Senior Communication Manager at the PENTA Foundation
<b>Key responsibilities</b>	<ul style="list-style-type: none"> <li>• Support the design of effective communication and dissemination plans</li> <li>• Assist with implementation of communication activities</li> <li>• Assist with the design of a social media editorial plan; help implement social media campaigns</li> <li>• Assist with the design and development of electronic and print materials (reports, newsletters, posters, flyers, slide-decks, infographics, videoclips)</li> <li>• Assist with updates to Penta owned websites and online communications. Help in: collecting inputs from internal staff and external collaborators/partners, organizing content and optimizing layout. Collaborate in publishing relevant content (articles, reports, press releases) through open source website creation tools such as WordPress</li> <li>• Support with the set-up of new websites</li> <li>• Support to maintain an online repository of scientific publications</li> <li>• Contribute to the improvement of tools and processes</li> <li>• Contribute to scoping opportunities for communications.</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Bachelor’s degree in humanities preferably Communications, Linguistics, Public Relations or relevant field with an interest in Science Communication</li> </ul> <p>or</p> <ul style="list-style-type: none"> <li>• Bachelor’s degree in Science/Health with an interest in Science Communication and public engagement with science</li> <li>• Good command of written English, including grammar and spelling (B2 level, which will be assessed during the selection process)</li> </ul>



	<ul style="list-style-type: none"><li>• Good skills in using social media and in using them to communicate ideas and generate dialogues</li><li>• Good skills in using Microsoft Office, Google analytics.</li><li>• Ability to communicate ideas and work within a dynamic, multidisciplinary team</li></ul>
<b>How to apply</b>	<ul style="list-style-type: none"><li>- Send a <b>signed CV</b> including the following statement: <i>I hereby agree for the processing of my Personal Data included in my application for the needs of the recruitment process in accordance with the General Data Protection Regulation EU 2016/679</i></li><li>- Include a <b>cover letter</b> outlining why you wish to apply and how you meet the specified requirements in this internship description.</li><li>- Send all materials to <a href="mailto:recruiting@pentafoundation.org">recruiting@pentafoundation.org</a> with 'Communication generalist - internship' in the subject of the email</li><li>- If you have any queries, please email at <a href="mailto:recruiting@pentafoundation.org">recruiting@pentafoundation.org</a></li></ul>
<b>Allowance</b>	500,00 euro per month