

YOUNG FOUNDATION INTERNSHIP: WINTER 2013

Project name: External Affairs

Description: The Young Foundation has pioneered the field of social innovation over the past fifty years. We use our work to influence public debate and understanding; shape policy and practice; and engage with a wide range of civil society partners and the public.

The External Affairs team at the Young Foundation is seeking an intern to assist us in coordinating this engagement – through high level events, interaction with the media, updating and curating our website, launching publications and wider stakeholder engagement.

Key Tasks:

- Website and Social Media: Managing and updating content, monitoring and internally disseminating analytics
- Media Monitoring and Liaison: Keeping track of media coverage of the Young Foundation and its ventures, identifying relevant journalists
- Stakeholder Engagement: Sending regular email updates to our diverse network of policy makers, media figures and researchers and updating our contact database
- Events Support: From intimate roundtables to our annual Michael Young Memorial, building excellent guest lists and ensuring events run smoothly
- General Support: Light administrative work within the office, and getting to know our work across all areas

Person Specification:

- Ability to work independently and enthusiasm to learn (essential)
- Interest in and understanding of the media landscape across print, broadcast and digital (essential)
- Administrative and IT skills, with a high level of competence in MS Office programmes and online research (essential)
- Experience using a content management system (desirable)
- Experience planning and managing events (desirable)
- Interest in social innovation (desirable)

Please note that the application process for this post is slightly different than the other Young Foundation internships. **Please send a CV and cover letter to kate.bagley@youngfoundation.org** by midnight, 12 December 2012 detailing your suitability for the post using the above outline of tasks and specification. Interviews will be held January 8th and 9th. Successful attendees will be invited to start a 3 month placement with us starting on January 14.

