

## Communications Internship

Oakland, CA – February 2025

### The Opportunity

The Myotonic Dystrophy Foundation (MDF) announces its search for college-level and graduate student interns to help advance MDF's mission.

**Vision:** We envision a world with treatments and a cure for myotonic dystrophy (DM).

**Mission:** The MDF mission is Community, Care, and a Cure.

- We support and connect the myotonic dystrophy **community**.
- We provide resources and advocate for **care**.
- We accelerate research toward treatments and a **cure**.

Founded in 2007, MDF is the leading global advocacy organization helping families and professionals understand DM, a rare, genetic, multisystem, highly variable neuromuscular disease. MDF helps constituents identify resources and support, improve quality care, and advance research for management and cures. MDF has a global reach, assisting families and championing other advocacy organizations in more than 80 countries around the world. As many as 150,000 individuals may be at risk for the most common form of adult-onset DM in the United States alone. Tens of thousands of affected families as well as providers, industry partners, researchers, and donors, together form the MDF.

### Position Overview

MDF has a small, passionate staff based in Oakland, CA's Preservation Park, and seeks to add several college-level and graduate students to its team as interns focused on strategic projects. MDF seeks a Communications Intern to join our team and contribute to our patient support and education through content development and operations support. This position offers a hands-on experience in developing resources and content that enhance DM awareness, improve patient care and support. Interns will report to the Communications Associate with collaboration of the Director of Communications and Technology across departments.

The position is available for a minimum of 20 hours/week over the course of 8 weeks during summer of 2025.

### Communications Intern Projects

- Content Review: Audit MDF resources, including care guidelines and MDF's Digital Academy content to assist in the creation of social media communications.
- Content Creation: Design content for relevant social media channels, including the MDF Facebook (FB) page, Instagram, LinkedIn, Bluesky, and Twitter. Harvest compelling facts for infographics. Edit video clips from existing video content to create reels/shorts that promote general myotonic dystrophy awareness.
- Provide communications support services for the execution of monthly e-newsletters, website content upload and editing, social media posting, monitoring and troubleshooting, email blast generation and materials for special events and projects, website content updates.
- Financial Resources Redesign: Support the refinement of MDF's Financial Resources through validating lists and creating a new layout for resources on the MDF webpage. Collaborate with the Programs Department to incorporate their feedback and considerations.
- Monitor & Track Engagement: Track engagement on MDF social media platforms and YouTube page to identify common trends in engagement and opportunities to address gaps in information.
- Other Foundational Projects: Support MDF in additional initiatives or programs as needed.

## Qualifications

- A minimum of 3 years of experience and proven success in similar positions with similar responsibilities, preferably in the nonprofit or healthcare sector.
- College degree or current student enrollment required (preferably in the field of public health, communications, or a related discipline). Community College and University students and graduates are encouraged to apply.
- Strong communications skills and experience in working with social media.
- Ability to work well under pressure and handle multiple projects simultaneously with shifting deadlines & priorities.
- Strong writing skills with both internal and external communications.
- Empathetic self-starter, with a natural curiosity and ability to quickly join new projects while leveraging the expertise of others.

- General computer skills, including Microsoft Office required.
- Salesforce experience preferred but not required.
- Ability to work with diverse groups and tailor communication to reach diverse populations.
- Consistent high attention to detail with the ability to self-monitor for accuracy.
- Knowledge of rare diseases, including myotonic dystrophy, preferred but not required.

### Compensation and Benefits

The Foundation offers interns \$20/hour for the duration of the internship and does not provide any other benefits.

### Application Process

Interested and qualified candidates are encouraged to apply by sending a cover letter and resume to MDF's Communications Associate, Genevieve Wiegleb, at [genevieve.wiegleb@myotonic.org](mailto:genevieve.wiegleb@myotonic.org). All correspondence will remain confidential. Submissions without cover letters will not be considered.