

Write for a national newsletter

VIRTUAL STUDENT FOREIGN SERVICE



Project Title	Write for a national newsletter
Project Summary	Create engaging content on a wide range of topics - from success stories to critical policy updates. You'll enhance your writing skills and build your professional portfolio by contributing to a national monthly newsletter.
Country	United States
Agency	Health and Human Services Department
DoS Office	N/A
Post	N/A
Section	N/A
Number of Interns	1

Project Description

We're looking for highly-motivated individuals who love to write. Materials must be well-written in plain language, convey program brand/messaging, and respond to customer information needs.

Examples of duties and responsibilities:

- ? review, edit, or write articles for our monthly newsletter
- ? assist with editorial planning
- ? pitch story ideas
- ? research other platforms for distributing content

Desired Skills Interests

Skill

Digital media

Editing

Marketing

MS Office

Proofreading

Storytelling

Team player

Communication Skills

Web Writing

written communication skills

Additional Information

For more information about our newsletter: <http://www.acf.hhs.gov/programs/css/newsletter>

Skills needed to be successful:

- ? ability to communicate effectively, with strong writing, editing, messaging and story-telling skills
- ? customer service skills and interest in sharing information in a clear and customer-friendly manner
- ? intermediate proficiency with Microsoft Word and Excel
- ? ability to write content for online platforms

Language Requirements

None