



PART-TIME INTERN
LOS ANGELES

KYNE is an award-winning specialty health communications agency dedicated to helping improve and save lives. We were founded on the belief that communication is a powerful health intervention. Our team is passionate and committed, with deep experience working across sectors to make real differences in health. We love what we do, we live what we do, and we truly believe in what we do.

This position offers the opportunity to work in an award-winning agency made up of a team of communications practitioners, serving a broad portfolio of government agencies, leading healthcare companies and foundations.

An intern at KYNE will learn and be exposed to an extensive range of communications activities, including competitive and industry research and analysis, monitoring, writing and event planning.

Applicants should have a genuine interest in public health, strong communication and writing skills, and an understanding of traditional and social media.

KEY RESPONSIBILITIES:

- Researching and sourcing information for designated client projects
- Preparing draft reports and written content for materials including print and web
- Building media lists, using relevant software
- Supporting with PowerPoint slide and content development
- Managing project deliverables and workflow for designated internal and client work
- Providing administrative support for designated account teams
- Participating in all appropriate company educational opportunities (e.g., lectures, webinars)

A SUCCESSFUL APPLICANT WILL BE:

- Professional, proactive and a self-starter
- Confident in excellent research, writing and organization skills
- Highly motivated and able to work independently or within a small team
- Comfortable working under tight deadlines and multitasking
- Capable of taking direction and reporting progress on your work to others
- Logical, creative and flexible in the appraisal of challenges

KYNE is an equal opportunity employer and does not discriminate against employees or qualified job applicants on the basis of actual or perceived race, religion, creed, color, sex, pregnancy, age, national origin, ancestry, ethnicity, citizenship, disability, genetic information, veteran status, marital status, familial status, sexual orientation, gender expression or identity status as a victim of domestic violence, stalking and sex offenses, or any other status protected by applicable federal, state or local law.