



PVBLIC Foundation - Communications Intern (Remote)

About PVBLIC Foundation

[PVBLIC Foundation](#) is a global institution transforming how societies build the systems that enable resilient and future-ready development. Operating at the intersection of diplomacy, development, and innovation, PVBLIC serves as a trusted platform connecting governments, the United Nations, global family offices, and the private sector to design and implement scalable development frameworks. Through its four pillars of Nature, Technology, Capital, and Multilateralism, PVBLIC builds the infrastructure of the future by advancing environmental resilience, mobilizing catalytic capital, transferring technology, and convening high-level partnerships that drive measurable global impact. The foundation has managed programs and partnerships that have reached more than one billion people in 125 countries. Our mission is to mobilize action for sustainable and economic development and establish practical frameworks that translate policy into implementation.

About the Role

PVBLIC Foundation is offering an internship opportunity to work closely with the Communications Team. We are looking for young professionals with international relations and communications backgrounds who are passionate about mobilizing change around the world and achieving the Sustainable Development Goals. The successful interns will gain experience working closely in a collaborative environment that seeks excellence in its work and generates positive impacts for others. They will also gain experience developing important materials to support the overall execution of project strategies.

Minimum Intern Requirements

Majoring in: Communications or International Relations

Located in: United States of America

Time disposition: 25 hours a week (Negotiable)

Candidate Profile:

The ideal candidate is a student who is an excellent communicator, strong collaborator, and can work independently. Candidates must be able to develop communication materials in various forms, including reports, pitches, and decks. Candidates should enjoy collaborating with other team members to produce the best content possible.

Demonstrated Skills and Competencies:

- Enrolled in field-related courses
- Experience copywriting and developing social media content
- Ability to design and deliver digital content including presentations, images and graphics.
- Fluent in English reading, writing, and speaking
- Excellent skills in managing data on spreadsheets
- Proficiency using the Google Office Suite
- Excellent skills in document creation, including decks, reports, and summaries.
- Excellent written and verbal communication skills
- Ability to receive and execute feedback from team members and external partners on deliverables
- Fluent in Spanish is preferred but not required



Roles and responsibilities:

- Assist management team with executing projects and opportunities for advancing the mission of PVBLIC Foundation.
- Provide high-level briefings to executives on matters as directed by your lead
- Support the creation of communication materials for internal and external audiences
- Complete research on important stakeholders, organizations, and/or issues as needed.
- Ad-hoc responsibilities as needed

Key Responsibilities:

Communication Channels and Tools:

- Help manage internal tools such as content trackers (i.e., social media calendars)
- Contribute to graphic design for social media using Canva
- Update and manage PVBLIC's social media calendar
- Post on PVBLIC's social media channels accordingly
- Assist with managing email communications via Mailchimp
- Upload and update content across communications platforms (including WiX for website/blog)

Daily Operations and Content Creation:

- Monitor and respond to priority emails
- Review calendar for meetings and deadlines; update associated tasks
- Draft and schedule social media content in alignment with editorial calendar
- Assist with the development of newsletters, blogs, press releases, and other external communication materials
- Support with creation and contributions to communications across all PVBLIC's programs, including social media and digital content, communication plans, landing page, press releases, etc.
- Track approvals and follow up on deliverables with the Communications Coordinators

Event Communications:

- Assist with event pre, live and post coverage, including social media, press releases, soundbites, and blog recaps
- Assist in drafting thank-you emails and highlight recaps post-event
- Contribute to the inclusion of event highlights in monthly newsletters

PVBLIC Newsletter & Civil Society Newsletter:

- Assist in planning, drafting, uploading, and distributing the monthly newsletter.
- Draft and submit content to the United Nations Civil Society Newsletter (as applicable and if required)



Benefits of the PVBLIC Internship Program

- **Meaningful contribution to systems-level change:** Contributing to advancing the sustainable development agenda through real-world multilateral engagement.
- **Intern Accelerator for Sustainability sessions:** Coaching and mentorship designed to prepare you for future roles in public policy, diplomacy, and impact-driven sectors.
- **Recognition of your contributions:** Your skills and ideas are valued as part of a purpose-driven, globally connected institution.
- Visibility and acknowledgment across PVBLIC's institutional and social media channels.
- Personalized recommendation letters provided upon successful completion of the program.
- Opportunity to collaborate within a close-knit team of dedicated professionals advancing global development agendas.
- Strategic networking opportunities with UN agencies, government counterparts, and mission-aligned organizations.
- Professional reference from a globally respected institution engaged in multilateral policy and sustainable development frameworks.

** Please note that **all** internship programs at PVBLIC Foundation are unpaid.*

** Interns are expected to proactively consult with their supervisor to discuss the details of the role, setting targets, and regular check-ins both before arrival and during your internship.*