Public Affairs Intern Role Description

The Public Affairs Team works in the highly dynamic field of health policy and communications, managing MSD’s corporate brand, and having a particular focus on oncology. The team covers all aspects of internal and external communication, government relations, policy and patient engagement. The Public Affairs Intern will report to the Communications Manager.

About MSD

Our vision to be the premier, research-intensive biopharmaceutical company and mission to save and improve lives will be achieved through our company strategy. The COVID-19 pandemic is an unrivaled scientific and global health challenge. As a company with a long legacy of research in infectious diseases, we have a responsibility to help. We know that success will require global collaboration among countries and companies and more. That’s why we’ve entered a partnership to support the manufacturing and supply of Johnson & Johnson’s COVID-19 vaccine and we're evaluating our investigational oral antiviral therapy for COVID-19. We're hopeful that we can make a meaningful impact on the pandemic and help patients around the world.

Key roles and responsibilities:

- Develop communication materials for traditional and digital media, for both therapeutic area-related campaigns and corporate brand (working with the Promotional Review Team to secure approvals)
- Manage internal communication events, such as disease awareness days for the education of MSD employees
- Assist with political engagement activities and external events such as events at Parliament House or in electorates
- Prepare research briefs for key policy areas
- Develop PowerPoint presentations
- Prepare short videos for use internally and on social media

Key Competencies:

- Currently completing a degree majoring in Communications or Marketing
- Advanced communication skills (written and oral)
- Advanced Microsoft Office skills
- Competency with using simple filming equipment and online publishing tools
- Exceptional attention to detail
- Self-motivated and enthusiastic – a real go-getter!