

COMMUNICATIONS OFFICER

In2MedSchool

In2MedSchool is a widening participation initiative that consists of a group of medical students and junior doctors helping underprivileged school children apply to study Medicine and related subjects at University.

Communications Team

The communications team monitors our main inbox, ensuring that all queries are answered or redirected to the appropriate team. Furthermore, this team manages our records, oversees the admin associated with our core committee meetings, and that all volunteers and mentees receive monthly email updates with all the relevant information that they may need.

Role Description & Requirements

An officer on the communications team will have the option to take responsibility for a number of different roles involving both communications and operations. Officers may differ in that they specialise in working with the mentorship team or our schools team.

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Role Requirements

- Maintenance of mailing lists
- Assists the director in operational work such as data removals and code of conduct reviews
- Creation of monthly National newsletters
- Monitoring of the Communications email inbox
- Assist in the running of internal events for mentors

Application Process

Please click [here](#) to apply.

Line Manager

This officer will be line managed by Nikita Chauhan who is the Communications Director.

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Contact Us

For more information about the role, please contact:

- Nikita Chauhan
 - Nikita.Chauhan@in2medschool.com

For more information about In2MedSchool, check out our social media or send us an email.



@In2MedSchool



<http://linkedin.com/company/in2medschool>



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www.in2medschool.com



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admin@in2medschool.com