



**BEHAVIOR CHANGE COMMUNICATIONS INTERNSHIP**  
**Burlington, VT**

**Posted Date: 4/8/2015**

Tetra Tech ARD, based in Burlington, Vermont is accepting applications for a Behavior Change Communications (BCC) Intern to support the Communications team. The BCC Intern will support a knowledge management strategy for capturing Tetra Tech ARD communications activities/deliverables across all field projects. As is true for all members of Tetra Tech ARD administrative staff, the individual in this role is expected to display exemplary interpersonal and intercultural communication skills, have a dedication to sustainable international development, and have a willingness to assist other team members when required. This paid summer position is 30-40 hours per week, and based in Burlington, Vermont.

**Responsibilities**

- \* Effective tracking, collecting, and filing of all documents related to project communications strategies;
- \* Manage project communications file within Tetra Tech ARD's proprietary database, capturing all BCC field efforts;
- \* Collect and upload project media soft files (including community read-scripts, radio and television PSAs, community theatre, billboard, pamphlet and other project marketing materials) to various platforms;
- \* Manage communications consultant database, including US and country-based social research consultants, designers, printers, street/community theatre groups, etc.;
- \* Assist in the editing, design, and production of high quality field-communications products;
- \* Assist in social media activities as needed;
- \* Research emerging, cutting edge, and innovative BCC and strategic communications trends in developing countries; and
- \* Assume other complementary and necessary duties as assigned by the Unit Director.

**Qualifications**

- \* Pursuing or recently completed BA or MA in Communications, International Development, or a related field;
- \* International development interest and experience strongly preferred;
- \* Outstanding social media skills and strategies, especially in professional applications;
- \* Strong skills in at least one foreign language and database/knowledge management;
- \* High level proficiency in MS Office and data entry and database management;
- \* Very strong interpersonal and intercultural communication skills absolutely required;
- \* Must be extremely dependable, trustworthy, and flexible;
- \* Must be comfortable working in a fast paced and sometimes intense work environment;
- \* Outstanding multi-tasking and organizational capabilities;
- \* Must be an energetic, enthusiastic, and positive collaborative team player; and
- \* **U.S. citizenship or a valid U.S. work permit is an absolute requirement.**

**To be considered, applicants must submit the following as part of this online application process**

- \* Cover letter detailing benefit of Tetra Tech ARD internship to understanding of development challenges and solutions, how it will support the applicant's career goals, and why the applicant is keen to work with Tetra Tech ARD;
- \* A current CV in reverse chronological format;
- \* A list of three references, including one from faculty of applicant's choice, including name, contact information, and statement of relationship to the reference; and
- \* A writing sample no more than 10 pages in length in which the applicant is the sole author.

**Please ensure that all necessary documents are uploaded, as incomplete applications and/or corrupt files may delay processing of your application or remove you from consideration.**

Please indicate where you saw Tetra Tech ARD's ad posted.

Applications that do not meet the minimum requirements listed above will not be considered.

**No phone calls will be accepted.**

Tetra Tech is a leading provider of consulting, engineering, and technical services worldwide. We are a diverse company, including individuals with expertise in science, research, engineering, construction, and information technology. Our strength is in collectively providing integrated services—delivering the best solutions to meet our clients' needs. With more than 13,000 employees worldwide, 300 offices worldwide and 2.6 Billion in revenue in FY 2014, Tetra Tech's capabilities span the entire project cycle. We offer competitive compensation and benefits and are searching for innovative people to join our teams. We are an equal opportunity employer: EOE AA/M/F/Vets/Disability.