POSITION DESCRIPTION

Position Title: Communications Intern
Position Status: Temporary
Reports to: Communications Principal
Classification: Non-Exempt
Hours per Week: Spring — up to 20 hours/week; Summer — 40 hours/week

PRIMARY OBJECTIVES

Responsible for providing assistance with communications, outreach and education activities under the direction of the MWMO's Communications Principal.

MAJOR AREAS OF ACCOUNTABILITY

- Document MWMO projects and activities through photography and video;
- Produce original content for the MWMO website, blog and social media channels;
- Design and produce documents such as fact sheets, brochures, reports and posters;
- Write and distribute email bulletins to MWMO email list subscribers;
- Assist in coordination, promotion and staffing of various MWMO events and outreach activities;
- Assist in maintaining and updating the MWMO website;
- Organize and catalog MWMO photo and video content for both internal and external use; and
- Assist with administrative tasks and other activities, as directed.

Accountabilities for Collaborative and Team Participation

- Carry out the day-to-day activities of the activity and individual and team work plans as directed by the supervisor.
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- Participate in staff team, contributing ideas and providing comments to help improve MWMO initiatives.
- Represent the MWMO at neighborhood, community, and other meetings, as needed, to promote initiatives.
- Work collaboratively with staff and provide direction to new interns and volunteers.
- Perform miscellaneous office duties such as answering telephones, office support, etc., as requested. Keep office space in a clean and publicly presentable condition.
- Performs other accountabilities and projects as assigned.

Knowledge, Skill, and Abilities

Education:
Current enrollment in a bachelor’s degree or master’s degree program in journalism, communication studies, digital media, design, art, marketing, or a related field is required. Education in water and natural resources management, urban planning, or environmental education may also be acceptable if combined with relevant communications experience.

Experience:
Experience in writing, photography, video production, graphic design and social media is preferred, but not required. Related certificates and licenses may be considered.

Equivalency:
An equivalent combination of relevant education, experience and professional licenses may be considered. Please list all other pertinent information.
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Desirable Qualifications

- Strong interpersonal communication skills.
- Strong writing and editing skills and experience.
- Experience shooting and editing photos and/or videos.
- Proficiency with Microsoft Windows and Microsoft Office applications.
- Proficiency with Adobe Creative Cloud applications.
- Experience using WordPress or a similar website content management system.
- Knowledge of social media websites and applications and related best practices.
- Knowledge of public policy and public administration.
- Able to work successfully with considerable independence.
- Able to make immediate decisions and responses.
- Knowledge of AP Style.

License:

By date of hire, must possess and maintain a valid Driver's License.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements and does not imply a contract.

________________________________________  __________________________
Employee's Signature                              Date

________________________________________  __________________________
Supervisor's Signature                           Date