



## Communications Intern

### Description

As part of the communications team, this position specializes coordinating office activities and internal projects.

### Essential Duties & Responsibilities

- The Communications Intern will provide support to the Communications team.
- This position will learn about engagement with both internal and external stakeholders and improve communications skills with creating content for social media, working and executing community engagement campaigns and building relationships with community members
- Complete an internship project from conceptualization to creating deliverables to implementation.
- Work with the communications team to develop, execute and creatively promote strategic marketing plans to increase public awareness of the city's essential functions and services to influence public behavior, enhance the city's reputation and build advocates within the city.
- Promote, organize and participate in neighborhood outreach events and support programs offered by the Neighborhood Resources Program such as Neighborhood Nights, National Night Out, etc.
- Assist with identifying and organizing Englewood neighborhoods into registered neighborhoods in order to promote and enhance the quality of life for Englewood residents.
- Assist with video production including filming and editing short-form videos (TikTok, Reels, etc)
- Support communications team with ongoing social media campaigns including content creation, graphic design, copy and analytics.
- Assists in maintaining the City of Englewood's website, online platforms and microsites with a focus on end-user experience.
- Evaluate engagement efforts during the duration of the internship and provide a report offering proposed changes or new initiatives.
- Administrative tasks on projects such as drafting documents and spreadsheets, data entry and database organization.

- Currently enrolled and working toward a bachelor's degree in communications, journalism, marketing, graphic design or related field.
- Be able to provide culturally competent services to diverse communities.
- Work includes occasional weekends and nights.
- Model teamwork, collaboration and organization values and attributes in developing and sustaining effective working relationships with staff, colleagues and community members.
- Ability to work independently with broad direction and limited supervision.
- Deadline driven and detail oriented.
- Able to commit to the entire internship period and to follow a mutually agreed-upon schedule.
- Intermediate at Adobe Creative Suite including InDesign, Illustrator, Photoshop, Lightroom and Premiere Pro.
- Strong verbal and written communication skills with experience writing newsletters, website content and social posts.
- Brainstorm ideas effectively and collaboratively with others, ability to set actionable goals and provide finished work within the established deadlines.
- Knowledge of social media platforms including Facebook, Instagram, Twitter, YouTube and TikTok.
- Basic computer knowledge including, but not limited to, Microsoft Word, Excel and Outlook.
- Able to juggle multiple projects simultaneously.
- Computer Skills - basic computer knowledge including, but not limited to, Microsoft Word, Excel and Outlook
- This internship is a paid position, offering a flexible schedule and working approximately 15-20 hours per week.
- Work includes occasional weekends and nights.

## Knowledge, Skills & Abilities

- Ability to organize and coordinate multiple projects and work with tight deadlines
- Experience with the Adobe Creative Suite
- Basic knowledge of commercial printing workflow.
- Basic HTML knowledge.
- Knowledge and understanding using web Content Management Systems (CMS) to produce and publish content.
- Experience with still photography

- Exercise tact and discretion in interactions with elected officials, department directors, co-workers, outside contacts and the public and handles confidential information, competently.
- Successfully works through projects in a collaborative environment.
- Intermediate knowledge of social media

## Working Conditions

Work is performed primarily in an office setting; however, may be performed on construction sites where there may be exposure to dust, noise, traffic and moving construction equipment; and/or at a water operations facility where noise, dust, dirt, and actively operating electrical and mechanical systems are present. Works indoors and outdoors in all weather conditions and over all types of terrain. May be exposed to risks typically associated with working around water, chemicals, electricity and other man-made and natural hazards. Full range of body movements including stooping, twisting, kneeling, bending, leaning, reaching, climbing (heights), stretching and working in awkward positions. May stand for extended periods of time. Occasional light lifting (up to 15 lbs.).

## Hourly Rate

\$16.80 - \$25.20/hour

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### **Equal Opportunity Employer/Protected Veterans/Individuals with Disabilities**

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information. 41 CFR 60-1.35(c).