CITY OF KENT
invites applications for the position of:

Communications Intern

SALARY: $18.00 Hourly

OPENING DATE: 04/15/19

CLOSING DATE: 05/17/19

GENERAL PURPOSE:

Communications Internship
(1 Position Available)

** A cover letter and resume are required with your online application in order for your application to be considered for this position. Please note that you cannot attach documents to your application after you have submitted it. If you experience technical difficulties, please feel free to call our office at 253-856-5270 and we will do our best to assist you.**

** Hours: Up to 20 hours per week, flexible scheduling permitted
Rate of Pay: $18.00 per hour

The Communications Intern will be involved in various communication projects. Duties to include performing administrative support for the team, social media posting, monitoring comments, generating ideas, and providing recommendations from the perspective of a college student. Assist with writing and distributing news releases. Assist with compiling information for the monthly Scene and weekly mayor’s newsletters and suggest topics for Kent Now videos with the mayor. Work is performed indoors. Other internship duties may include content creation, gathering stories and/or writing blog posts. Position requires knowledge of modern office software and a good working knowledge of social media platforms, including Facebook, Twitter, Instagram, Nextdoor and LinkedIn.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Microsoft Office products
- Excellent writing, organizational capabilities and phone etiquette
- Ability to use social media and other social media applications
- Ability to pay careful attention to detail
- Must be flexible and comfortable with changing tasks or assignments
- Ability to respond in a timely manner to inquiries
- Ability to learn new processes
- Ability to work well in a team environment
EDUCATION, EXPERIENCE AND OTHER REQUIREMENTS:

Must have experience in communication, public relations, journalism, outreach and social media tools. Must be public service oriented. Experienced in the operation of a PC in a Windows environment, with specific experience using both word processing and spreadsheet applications. Interest and/or career plans in communications, marketing and public outreach. Self-motivated, with the ability to multi-task between projects and achieve project deadlines.

Preferred qualifications include experience with the following:

- Knowledge of Microsoft Office products
- Excellent writing, organizational capabilities and phone etiquette
- Ability to use social media and other social media applications
- Ability to pay careful attention to detail
- Must be flexible and comfortable with changing tasks or assignments
- Ability to respond in a timely manner to inquiries
- Ability to learn new processes
- Ability to work well in a team environment

Must be at least 18 years of age, but no more than one (1) year post-baccalaureate degree.
Communication Intern Supplemental Questionnaire

* 1. Are you at least 18 years of age?
   ☐ Yes ☐ No

* 2. A requirement for this internship is to be in good academic standing, with a required GPA of 3.50 or higher, enrolled in or having recently graduated from an accredited college/university. Do you meet this requirement?
   ☐ Yes ☐ No

* 3. Please list your major and specific area of study.

* 4. Please list any/all communication coursework you have completed. Identify course code and title.

* Required Question