Communications Specialist
Walla Walla, WA
Full time
Eight to 10 weeks between May 28-Aug. 25 (dates are flexible)
Pay: $400/five-workday week

DESCRIPTION
Are you working toward a career in public relations, marketing, or media? You can get on-the-job, professional experience with media relations, advertising, social media outreach, event planning, and governmental procedures while working in the Communications Office of the City of Walla Walla.

WHAT YOU WILL LEARN
You will learn how to perform a variety of professional media, communications and outreach-related skills, including those involving organizational branding, social media, graphics, audio/visual projects, public information, and content for official websites.

YOUR RESPONSIBILITIES
• Assist in producing a broad range of printed and electronically disseminated materials and publications
• Provide support to internal clients to help them achieve communication goals
• Respond to public inquiries
• Assist in organizing and implementing public-outreach programs, including neighborhood block parties
• Promote communitywide understanding of City government processes, programs, and services
• Perform other related duties as assigned; interns are welcome to suggest new tasks they are interested in undertaking, and related skills they would like to develop

YOUR QUALIFICATIONS
• Prefer sophomore or junior, but will consider other class levels
• Pursuing BA/BS in Communication, Marketing, Media, English, or related fields
• Interest in public relations, marketing, developing a social-media brand, etc.
• Knowledge of graphic and web design techniques; proficiency in Adobe software preferred
• Experience in research, writing, and editing for publications preferred
• Proficiency in Mac and PC use and industry-standard office software preferred
• Excellent skills in English usage, grammar, spelling, vocabulary, and punctuation
• Bilingual in English and Spanish is an asset

HOW TO APPLY
Standard applications will include a resume and cover letter. As applicable, please include samples of your writing or design work, and links to web pages or social media accounts you’ve developed.
• Complete and submit your application through the system; or
• Email your materials to Communications Manager Brenden Koch at bkoch@wallawallawa.gov (subject line: “Summer internship application”)

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