

South Bay Cities Council of Governments Invites applications for the positions of

Communications Intern

SALARY:	\$16.00 per hour
HOURS/DURATION:	18 hours per week during the Spring 2024 Semester
OPENING:	October 13, 2023
CLOSING DATE:	Opened until filled

ABOUT SOUTH BAY CITIES COUNCIL OF GOVERNMENTS

The South Bay Cities Council of Governments (SBCCOG) is a joint powers authority of 16 cities and the County of Los Angeles that share the goal of maximizing quality of life and productivity for the South Bay community in Los Angeles County. The SBCCOG mission is to provide a leadership forum for South Bay local governments to act collaboratively and advocate for regional issues with a focus on improving transportation and the environment and strengthening economic development. More information about the SBCCOG can be found at www.southbaycities.org.

ABOUT THE POSITION

The SBCCOG is seeking an individual to work part-time, who enjoys working in fast-paced, team-oriented environment, likes to be challenged and values the opportunity to make a difference. The person in this role will work primarily on-site, with the possibility of some hybrid work. Primary responsibility is to assist the senior project manager of communications with various projects including, content development—writing stories, press releases, social content for external audience; assistance with video production and photography, conducting research as needed on key topics or contacts for media and other databases; assistance with media relations, compiling clips and analytics.

CLASSIFICATION

This position is part-time, non-exempt (hourly) under the Fair Labor Standards Act.

QUALIFICATIONS

Students must be currently enrolled in a course of study with the minimum education level of sophomore, junior or senior pursuing a bachelor's degree in the fields of public relations, journalism, communications, English or related major. Requirements include familiarity with social media, including Instagram, Facebook, LinkedIn and Twitter; experienced with Microsoft Office Suite; understanding of basic visual design principles—skill in Adobe Photoshop, InDesign and Publisher a plus; strong writing and organizational skills; detail oriented and able to multitask; team player; and experience with SharePoint and WordPress a plus. Must possess a valid California Driver's License.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

While performing the duties of this job, the employee is required to sit and talk or hear and use a telephone and a personal computer with a VDI screen for extended periods of time. The employee is required to drive to various locations, may be required to work outdoors, and be exposed to variable weather conditions and noise levels. The employee is occasionally required to stand, walk, stoop, kneel, and use arms, legs and back to lift and/or move up to 25 pounds.

APPLICATION AND SELECTION PROCESS

Interested candidates must submit via email a resume and cover letter detailing the relevance of their education and experience to the work of the SBCCOG and why this position is of interest to them as well as a writing sample.

Submit to: **Andrey Mulligan, Administrative Assistant**
 Andrey@municipalities.org

Applications will be accepted until the position is filled. Candidates invited for an interview may be required to submit the names of individuals who could serve as professional references. SBCCOG is an equal opportunity employer.

EQUAL EMPLOYMENT OPPORTUNITY

SBCCOG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation.

Job description statements describe the general nature and level of work performed by employees and are not intended as an exhaustive list of all responsibilities, duties, and skills required.