**COMMUNICATIONS INTERN**

***FLSA Status: Non-Exempt***

**GENERAL DEFINITION OF WORK:**

The ideal candidate is a creative self-starter with strong writing and oral communication skills and the ability to manage multiple assignments, work as part of a team, and work independently with little supervision. Work is performed under regular supervision.

**ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

* Create Communications plan with goals and objectives
* Research utilities for ‘Best Practices’ and ideas
* Set benchmarks for the Communications plan
* Develop outreach ideas
* Assisting in planning, writing and managing quarterly newsletters
* Create Social Media sites for the Authority
* Editing letters, news releases and other materials
* Website strategy and posting and writing material for the Authority website
* Conducting Internet research for the Communications plan
* Assisting with the development of marketing material
* Performs related tasks as required.

**KNOWLEDGE, SKILLS AND ABILITIES**:

Knowledge of and proficiency in graphic design, web design, and/or social media marketing; Proficient

verbal and written communication skills in English; Proficient organizational skills with attention to detail

and ability to prioritize work; Proficiency in Microsoft Office and basic computer applications; Self-

motivated to work independently and collaboratively with multiple departments; Positive, proactive, and

personable team player; Ability to follow detailed work procedures; ability to establish and maintain

effective relationships with the public, customers, co-workers and supervisors.

**EDUCATION AND EXPERIENCE:**

Enrollment in an accredited university or college, in pursuit of a graduate degree majoring in communications, journalism, or public relations preferred.

**PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 20 pounds of force occasionally, and negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of spoken word; hearing is required to receive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

**SPECIAL REQUIREMENTS:**

Possession of an appropriate driver’s license valid in the Commonwealth of Virginia.