
PAID STUDENT INTERNSHIP

COOPERATIVE EDUCATION / MUNICIPAL GOVERNMENT INTERNSHIP

JOB # 4 - 2010

POSITION: Communications Intern

Seattle Public Utilities is committed to providing excellent communications venues for internal and external customers. This internship offers an opportunity to be a member of the Communications team at Seattle Public Utilities (SPU). The intern will have the opportunity to work closely with professionals who have years of experience in the field. The focus of this internship is on both external and internal communications for SPU Branches. The intern will be working with the Communications team in activities such as:

DUTIES

- Participate in external communications projects, such as writing outreach newsletters, public notices, press releases, and representing SPU at community meetings and outreach events.
- Work with project teams to develop, edit and proofread marketing materials for Customer Service programs.
- Work with branch employees to develop branch communications, including newsletters, Web content, leaders' talking points.
- Participate in project teams and work groups to develop outreach strategies and tactics for internal and external communications.
- Assist in collecting feedback from internal and external clients regarding the quality and content of the communications they receive.

REQUIREMENTS

Enrollment: Applicants must be a junior or senior undergraduate student, or a graduate-level student pursuing a degree and/or certificate in Communications, Public Administration, Business, Political Science, English, Marketing, or closely related field. Undergraduate students must be enrolled full-time for the equivalent of at least 12 credits for the duration of the internship. Graduate Students must be enrolled full-time for the equivalent of at least 9 credits for the duration of the internship. Verification of enrollment is required. Students who will not be enrolled past June 2010 will not be eligible for this internship.

Required Qualifications: Applicants must be able to demonstrate excellent familiarity with marketing strategies, communications plans and written procedures.

Desired Qualifications: Experience in leadership positions; Web site maintenance, journalism or project management. Proficiency in Adobe software application.

License or Other Requirements: Valid Washington State Drivers License.

POSITION BEGINS

It is anticipated this position will be filled by mid-April, 2010, and may continue for 12-18 months or until the intern graduates, whichever occurs first.

WAGE AND HOURS

\$17.72/hr for undergraduate students; \$25.76/hr for graduate students. The intern position is part-time approximately 15-20 hours per week during the academic year, and 40 hours per week during the summer quarter/semester. Work schedule is flexible between the hours of 8:00 am and 5:00 pm, Monday through Friday.

HOW TO APPLY

Intern candidates are required to provide the following:

- * An application found at www.seattle.gov/jobs/pubs/CollegeInternApplicationWritable.doc
- * A cover letter and resume outlining experiences and qualifications
- * A spring quarter class schedule
- * An unofficial transcript for application; if selected, an **official transcript** will be required
- * A **complete** drivers abstract will be required from the successful applicant prior to start date

Incomplete application materials will not be accepted. Send completed materials to: Linda Rogers, Sr. Personnel Specialist; Seattle Public Utilities, Seattle Municipal Tower, PO Box 34018; Seattle, WA 98124-4018 or linda.rogers@seattle.gov
Questions? Call 206/233-7221.

APPLICATION DEADLINE: 5:00 pm, Wednesday, March 31

The City of Seattle is the first municipality in the United States to recognize and begin to address institutionalized racism. The mission of the Race and Social Justice Initiative, which began in 2005, is to end institutionalized racism in City government and promote multiculturalism and full participation by all residents.