

Title: **Communications Intern**

Objective: Assist the Communications Coordinator in creating content and updating the CAPP website and social media sites under the direction of the Communications Coordinator.

Duties:

- Perform Web site updates using Content Management Software (CMS)
- Draft articles, bulletins, and other related informative, marketing and promotional material including social media posts.
- Photography experience and working knowledge of Photoshop a benefit

Qualifications:

- Ability to communicate effectively in writing and interpersonally as appropriate for the needs of the audience.
- Knowledge of content creation software, including applications such as Adobe Creative Suite, Canva, Piktochart and social media platforms including Facebook and Twitter.
- Knowledge of media production, communication, and dissemination techniques and methods. This includes alternative ways to inform and entertain via written, oral, and visual media.
- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Knowledge of Content Management Software (CMS) a benefit

Time Commitment: minimum of 10 hours a week and maximum of 20 hours

Benefits:

- Increased knowledge of content creation, including writing for different audiences.
- Learn to communicate with others and the public as well as work as part of a team.
- Gain skills in organization, planning and prioritizing work.