



City of Chula Vista

Communications Intern

The City of Chula Vista is seeking a qualified undergraduate or graduate student to assist in the busy Office of Communications. This internship will provide valuable work experience that will prepare you for a career in communications after graduation. The position is available now and we are seeking someone to work approximately 20 hours a week through June 30, 2017 (and potentially beyond). You will learn a range of communications skills: event planning, social media, marketing, community outreach, promotions, advertising, and more. The ideal candidate has experience or is pursuing a degree in communications and/or marketing, has an interest in municipal government or non-profit, thrives in a creative teamwork environment, is a quick and eager learner, and has excellent computer and writing skills.

Work assignments will be varied and could include the following tasks:

- Assist with event planning for large-scale festivals and events
- Assist with social media program including developing content for Facebook, Twitter, and Instagram
- Assist with review and updating web content
- Assist with writing assignments including flyers, brochures, and other materials
- Assist with monitoring and compiling metrics for press coverage, marketing programs, and public outreach efforts
- Assist with review of media contacts and identify additional media outlets
- Assist with developing photo library for web and social media

Hourly rate: \$12.12 - \$13.33/hour depending on schooling completed (undergraduate or graduate). The work schedule can be set between 8:30 a.m. and 4:30 p.m. – Monday through Thursday; and 9 a.m. to 3 p.m. on Friday. There will be occasional night and/or weekend assignments for City special events.

Please submit a cover letter and resume to communications@chulavistaca.gov. Qualified candidates will be selected for an interview(s). If selected, candidate(s) will need to complete appropriate application forms. Candidates also will be required to undergo a Livescan (fingerprinting) process at the Chula Vista Police Department. The City of Chula Vista Human Resources team will work with selected candidate(s) to schedule the appointment. Selected candidate(s) must show proof of eligibility to work in the United States.