



## City of Westfield | Communications Department Communications Intern | Summer 2022

FLSA Status: Non-Exempt

### General Definition of Internship

The City of Westfield Communications Department is seeking a college intern majoring in Communications, Public Relations, Journalism, Marketing or a related field for an internship during the summer 2022 academic year. This internship will focus on Communications, Public Relations and Social Media content creation. Internship is performed under the supervision of the Communications Director. This internship is part time. Dates and hours are flexible. This internship is unpaid.

### Qualification Requirements

*To perform this internship successfully, an individual must be able to assist with each essential function satisfactorily, as this is a learning position. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### Essential Functions

- Assist in planning and executing Westfield communication events
- Write draft documents for internal and external audiences in line with departments editorial calendar and communication needs (memos, talking points, news releases, media advisories.)
- Proofread documents to ensure consistent messaging is clear
- Assist in developing and executing communication plans for various projects, programs, and initiatives
- Must be proficient on all social media platforms and able to monitor trends.
- Analyze, review and report on effectiveness of social media campaigns to maximize results

### Knowledge, Skills and Abilities

Strong knowledge of social media platforms is required. Applicants should have excellent written, verbal and interpersonal communication skills. The intern should be comfortable working in a fast-paced, collaborative environment and have the ability to work independently.

### Education and Experience

Working towards a bachelor's degree in Communications, Public Relations, Journalism, Marketing, Social Media Marketing or a related field for an internship during the summer 2022 academic year. Applicants must be using this internship for class requirement or class credit.

### Physical Requirements

This work requires the frequent exertion of up to 15 pounds of force; heavy lifting requirement up to 25 pounds; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to



make fine distinctions in sound; operating machines and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Valid driver's license in the State of Indiana

### **More Information and Applying**

For more information about the City of Westfield, please visit [westfield.in.gov](http://westfield.in.gov). To apply, please submit a resume to [communications@westfield.in.gov](mailto:communications@westfield.in.gov).