



Puget Sound Regional Council

Communications Intern

- Closes:** Open until filled with applications reviewed beginning October 1, 2021.
- Status:** Temporary part-time position up to 16 hours per week and up to 12 months, with flexibility to adjust hours and duration; nonexempt FLSA status.
- Salary:** \$21 per hour with limited benefits.
- Timeline:** Position to begin November 2021.
- Location:** Puget Sound Regional Council, Downtown Seattle, Washington

ABOUT PSRC:

The Puget Sound Regional Council is the regional transportation, growth management and economic development planning agency serving Seattle and the central Puget Sound. PSRC brings together the region's diverse counties, cities and towns, Tribes, ports, the state of Washington, and civic interests to help the region thrive, now and into the future. The agency serves as the region's Metropolitan Planning Organization and is the regional leader for growth management, transportation, and economic development under state and federal laws. PSRC seeks to support an inclusive region and build a work culture which embraces diversity and promotes equity. Visit <https://www.psrc.org> to find out more. PSRC is an equal opportunity employer.

THE INTERNSHIP:

PSRC is seeking an intern to assist the Communications Department in a variety of tasks to support its mission to develop effective visual, written and electronic communications materials for the agency's work program and to assist in reaching out to and effectively involving member jurisdictions, members of the public, and other interests throughout the region.

The intern will perform a variety of tasks to support communications activities under supervision. Tasks may include written materials, such as blog posts, support letters or web copy, assistance with the agency's online presence, such as social media campaigns, website updates or PSRC's engagement tool, and research related to upcoming strategic projects. Qualified candidates will have excellent oral and written communication skills, as well as a keen interest in advancing a variety of regional planning projects. Individuals from all cultures and communities are encouraged to apply.

THE CANDIDATE:

The ideal candidate will have:

- Strong written and oral communication skills
- Familiarity with AP Style and great editing skills
- Experience posting on blogs, social media, and websites
- Ability to use Word, PowerPoint, Adobe Acrobat, Drupal, and social media sites
- Understanding of digital accessibility
- Experience working with a variety of different audiences and communities
- Understanding of strategic communications
- Interest in public outreach and working with the public

Successful candidates should also possess:

- An interest in regional planning
- An interest in local government services
- Ability to work collaboratively

EXPERIENCE AND EDUCATION:

- Enrollment in or achievement of a bachelor's degree in communications, marketing, journalism, or related field.
- Or, at least one-year experience working in communications.
- Or, any combination of lived experience or education experience in a related field that would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

TO APPLY:

- **To be considered, applicants must submit a cover letter, resume, and completed, signed PSRC application.**
- The voluntary and confidential Equal Employment Opportunity, Applicant's Invitation to Self-Identify – Veteran Status, and Voluntary Self-Identification of Disability forms are appreciated for applicant tracking purposes.
- For application materials, please visit <https://www.psrc.org/about/careers>.
- Completed materials can be emailed to hrdept@psrc.org, faxed to 206-587-4825, or mailed to:
Puget Sound Regional Council, attn.: HR, 1011 Western Ave., Suite 500, Seattle, WA 98104