



Puget Sound Regional Council

Communications Intern

- Closes:** All application materials must be received by 9:00am (Pacific Time) May 30, 2023.
- 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:** \$22 per hour with limited benefits.
- Location:** Puget Sound Regional Council, Downtown Seattle, Washington. The position may be eligible for hybrid or remote work (out-of-state remote work will be considered on a case-by-case basis; however, we cannot accommodate working from California, New York, and New Jersey at this time).

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. The thriving region is home to over 4 million people and is one of the nation's fastest growing metropolitan areas. PSRC brings together the region's diverse counties, cities and towns, native Tribes, ports, the state of Washington and civic interests to understand the challenges facing our region's future and make plans for the region to continue to succeed. 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 www.psrc.org to find out more. PSRC is an equal opportunity employer.

The strength of our region is rooted in our diversity. At PSRC, we're striving to create a region where all people have the means to attain the resources and opportunities that improve their quality of life and enable them to reach their full potential; where differences in life outcomes cannot be predicted by race, class, or any other identity. We aim to reflect the communities we serve. We encourage you to think broadly about your experiences and skill set for the position. We encourage people of all backgrounds and identities to apply.

THE INTERNSHIP:

PSRC's Communications Department is responsible for creating effective visual, written, and electronic communications that support the agency's work programs. The department is also responsible for managing the distribution platforms, including the agency website, email marketing platform, and social media accounts.

The Communications Intern will assist with a variety of content creation and content management tasks. Projects may include:

- Partnering with departments to review and update webpages to ensure content is well-organized, accessible, and effectively communicates about PSRC's plans and programs.

- Improving website search engine results by purging outdated content and updating current content with keywords and phrases.
- Collecting and analyzing website statistics. Creating a new tool or dashboard to report trends.
- Reviewing documents for accessibility and remediating when needed.
- Developing new Mailchimp templates.
- Contributing to the internal staff newsletter.
- Assisting with software procurement for a new agency contacts database.

Depending on the candidate's interests and agency needs, there may be other opportunities for work, such as writing blog posts, creating simple data visualizations, developing writing and style guides or tutorials, and working on equity team projects.

THE CANDIDATE:

Competitive candidates will have:

- Strong written and oral communication skills.
- Familiarity with AP Style and great editing skills.
- Experience with content management systems, such as Drupal or Wordpress, or knowledge of HTML.
- Experience with email marketing platforms, such as Mailchimp or Constant Contact.
- Experience with Microsoft Office products and Adobe Acrobat.

Successful candidates should also possess:

- An interest in equity and inclusion, including digital accessibility.
- Ability to organize and problem solve.
- Ability to work independently or as part of a team.
- An interest in local government services and regional planning.

EXPERIENCE AND EDUCATION:

Typical ways in which incumbents acquire the necessary knowledge, skills, and abilities include:

- Enrolled in or recently graduated from a degree program in communications, marketing, or library/information management.
- 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.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional, philanthropic, religious, spiritual, community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience. We encourage candidates who don't meet every listed job skill to apply.

TO APPLY:

To be considered, applicants must submit a cover letter and resume as part of the application process and apply at <https://www.governmentjobs.com/careers/psrc>.