


Communications Intern - Summer 2017

POSITION INFORMATION

Employer	City of Edina
Division	N/A
Title	Communications Intern - Summer 2017
Description	<p>POSITION DESCRIPTION: The City of Edina is accepting applications for an intern to assist in the Communications & Technology Services Department during the summer. The intern will write newsletter articles and press releases, take photographs for various publications and the website, support video production, assist with website maintenance and social media posts, work on special projects and handle miscellaneous administrative and clerical duties. This position will work 24-40 hours per week.</p> <p>ESSENTIAL FUNCTIONS: The Communications Intern will write stories, compile content and take photographs for the City's magazine, newsletters, website and social media accounts. The intern will assist with website maintenance and creating new posts for Facebook, Twitter and Instagram. The intern will assist with special events and aid in the creation of marketing and advertising materials. The intern will complete other duties and projects as assigned.</p>
Location	<div style="border: 1px solid #ccc; padding: 5px;"> <p>LOCATION</p> <p>Nationwide no</p> <p>City Edina</p> <p>State/Province Minnesota</p> <p>Country United States</p> </div>
Position Type	Paid, Internship
Salary Level	\$12.01 - \$15.01 Hourly 
Job Function	Public Policy, Government, Law, Marketing Communications, Public Relations, Events
Approximate Hours Per Week	24-40 hours per week
Qualifications	QUALIFICATIONS:

HOW TO APPLY

Apply online: <http://edinamn.gov/index.php?section=Current-Part-Time-Seasonal-Job-Opportunities>

Applications accepted via:
Other

IMPORTANT DATES

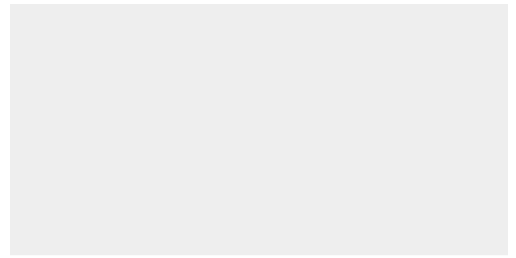
Posted On:
Mar 09, 2017

Applications Accepted Until:
Mar 26, 2017

CONTACT INFORMATION

Employer	City of Edina
Name	

Requirements include strong interpersonal skills; major in communications or related field; junior or senior coursework in communications, public relations, marketing or journalism; and experience with Microsoft software and Facebook, Twitter and/or Instagram. Experience in graphic design, website design or video production a plus.



Help Desk: 703-373-7040 (Hours: Mon-Fri. 9am-8pm EST)

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