



The San Diego Association of Governments invites applications for the position of:

communications intern

If you are a student or recent graduate, a paid internship at SANDAG is a great way to launch your career! The agency is always working on interesting and challenging projects and our managers are dedicated to sharing these experiences and mentoring the next generation of professionals in the industry.

The experience is substantive. If selected for an internship, you would be fully integrated into your team and given project responsibilities that are both learning opportunities and a chance for you to contribute to the overall success of the agency. You will enhance your technical knowledge in your chosen field and refine your abilities to collaborate, contribute to high-performing teams, and communicate – skills that are the essence of a successful professional!

Apply immediately; this position is open until filled
Expected start date: December 2019



Overview of the Communications Team

With community outreach, public engagement, and public education as the foundation of their work, the team is focused on developing and implementing strategic communication and marketing plans to support agency projects, programs, and services. Examples of current and upcoming efforts include public outreach for the Mid-Coast Trolley extension project, San Diego Forward: The Regional Plan, I-5 North Coast Corridor, and South Bay Expressway.



Intern Responsibilities

With the guidance and mentoring of senior staff, this position will provide a “hands-on” learning experience in program administration, public outreach, and marketing. Examples of intern responsibilities include:

- Assist with researching, writing, editing, and compiling newsletters, news releases, fact sheets, opinion pieces, print/broadcast advertising, website content, video scripts, and other collateral materials.
- Assist with implementation of agency social media strategy by creating, editing, and posting social content in support of a variety of SANDAG projects and programs.
- Assist with tracking and using social media analytics to make informed recommendations to improve social strategy.
- Assist with planning and organizing a variety of media, promotional, and special events including groundbreaking and ribbon cutting ceremonies, public workshops, and outreach events.
- Provide support for the Public Information Office; compile daily news clips using a variety of earned media tracking applications; respond to requests for information from the public or other interested parties.
- Contribute as a team member to the development and implementation of outreach and marketing strategies for agency services, projects, and programs.

Qualifications

SANDAG employees are known for their commitment to excellence and passion for the work they do. We look for the same qualities in interns. To be most successful in this position, our ideal candidate will be an inquisitive self-starter and have the following education, experience, and attributes:

- Graduate or undergraduate level coursework in journalism, communications, marketing, media relations, multimedia, public policy, public administration, or a related field.
- Knowledge of effective verbal and written communication techniques, social media platforms, public relations, and marketing strategies.
- Ability to complete assignments that involve researching, analyzing, and synthesizing information into written summaries, reports, or recommendations.
- Advanced knowledge of social media platforms including Facebook, Twitter, Instagram, LinkedIn, and YouTube.
- Ability to take high quality photographs, film and edit video, and experience with video-editing software, such as Adobe Premiere Pro, is desirable.
- Ability to use Microsoft Office 365 and SharePoint Online are desirable.
- Ability to communicate with various audiences using exceptional interpersonal, written, and oral communication skills; familiarity with the Spanish language is desirable.
- Excellent organizational skills, attention to detail, and ability to efficiently work on several projects simultaneously.

Hours, Pay, and Perks

Undergraduate-level interns will be paid \$15 per hour; interns with a bachelor's degree or higher will be paid \$18 per hour. Interns also receive pro-rated holiday pay, paid sick leave, and a regional transit pass. This internship is offered as a one-year position, working approximately 20 to 25 hours per week. The work is primarily performed during normal business hours and, from time to time, may involve evenings and weekends; a specific schedule will be worked out between the intern and manager.

How to Apply

We encourage all interested candidates to apply for this internship by sending us a completed Employment Application along with a recent two-to-three page writing sample. A cover letter describing how this internship would contribute to your career goals in the communications field is desirable.

The application form can be downloaded from the Careers section of the SANDAG website. Once completed, your application and writing sample can be emailed to hr@sandag.org or sent to SANDAG, Attn: Human Resources, 401 B Street, Suite 800, San Diego, CA 92101.

Apply immediately. We are accepting applications on an ongoing basis until this position is filled. This internship is expected to start in December 2019.

The selected candidate can anticipate a driving record check upon hire, and approximately annually thereafter. The results of the check may determine whether the selected candidate will be permitted to drive for SANDAG business.

Any questions regarding these internships or application procedures can be referred to Rachel Pham, Human Resources Analyst, at rachel.pham@sandag.org or (619) 595-5379.

Applicants requiring an accommodation due to a disability should state their needs in writing when submitting an application.

About SANDAG

SANDAG is one of the most recognized regional agencies in the nation with responsibilities that cover a broad range of complex, interrelated program areas connected by a quality of life theme. We are best known for our efforts related to transportation and this role continues to expand as we push beyond traditional boundaries to deliver a state-of-the-art transportation system for the region. With an employee group about 375 strong, we work for our Board of Directors - mayors, city council members, county supervisors, and other leaders representing the jurisdictions within the San Diego region and neighboring areas. They play the important role of making policy decisions that shape the future of the region. Our collaboration with stakeholders, partners, and the community, the completeness of our reports and studies, and our sound recommendations are essential components of the regional decision-making process.