



CITY OF TEMPLE CITY
invites applications for the position of:

Communications Intern

SALARY:	\$13.30 - \$16.83 Hourly
OPENING DATE:	11/06/17
CLOSING DATE:	11/30/17 06:00 PM

DEFINITION:

The City of Temple City is seeking a communications intern interested in learning more about city government and public affairs.

EXAMPLES OF DUTIES:

Directly assisting the City Manager and Assistant to the City Manager, the intern will gain valuable work experience assisting with:

- Print media development
- Website copywriting
- Civic engagement programs
- Constituent relations
- Social media campaigns
- Speech writing
- Legislative affairs
- Project management

The intern can expect to work in a hands-on, fast-paced and creative environment. They will have direct access to the City's top leadership team, and receive opportunities for mentorships and professional networking.

DESIRABLE QUALIFICATIONS:

MINIMUM QUALIFICATIONS:

- Excellent oral and written communications.
- Strong customer service skills.
- Ability to work independently and under pressure.
- High attention to detail.
- Proficiency in Adobe Photoshop.
- Working knowledge of the Microsoft Office suite.
- An understanding of, and interest in graphic design.

OTHER QUALIFICATIONS:

- Familiarity with the Associated Press writing style.
- Chinese or Spanish language proficiency (not required, but preferred).
- Possession of a valid State of California Class C driver's license.

Ability to work evenings and weekends (when necessary).

MINIMUM QUALIFICATIONS:

EXPERIENCE & EDUCATION:

- No prior local government experience needed.
- Junior, senior or a graduate college student; OR a bachelor's or master's degree in communications, public administration or related field.

Application Process:

Along with your online application, please submit a resume.

Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be a comprehensive list of responsibilities, duties, and requirements. When appropriate, reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.templecity.us>
9701 Las Tunas Dr.
Temple City, CA 91780

Position #00047
COMMUNICATIONS INTERN
KJ

AdminServices@templecity.us

Communications Intern Supplemental Questionnaire

* 1. Are you currently enrolled in college as a junior, senior or graduate student?

Yes No

* Required Question