

Position Title: **Communications Intern**
Date Posted: May 22, 2019
Department: Communications
Reports to: Communications Coordinator
FLSA Classification: Non-Exempt
Type of Position: Seasonal/Summer, Part-Time, 15-20 hours per week
Hours: Weekdays, flexible schedule



GENERAL DESCRIPTION

The Communications Intern is an enthusiastic individual that whole-heartedly embraces the mission and vision of the Children's Science Center and works to promote the organization, support our members and customers, and improve communication to our broad audience. The Communications Intern will be focused on creating communications and assist with events for members and customers as well as implementing a variety of customer communications strategies for the Children's Science Center.

SPECIFIC JOB RESPONSIBILITIES

The Communications Intern's primary responsibilities will be to support communications and membership activities working closely with the Communications Coordinator and across departments to drive general attendance and program sales for the Children's Science Center Lab and offsite programs. Specific duties will include:

- Draft articles for e-newsletter promotion of special events, activities, exhibits, and programs;
- Respond via phone and email to general information inquiries regarding membership;
- Assist with planning members only events and other special program events at the Lab;
- Create content for social media posts and assist with social media campaign planning
- Assist in maintenance of web content for special events, activities, exhibits, and programs;
- Engage in direct community marketing via information tables at events and preparing the marketing bins with collateral, signs, banners, and other information;
- Other administrative activities as needed;
- Assisting with graphic design projects as able.

QUALIFICATIONS AND CHARACTERISTICS

The ideal candidate will have:

- Degree in process for marketing, communications, or advertising at a 2 or 4 year university;
- Excellent written and oral communications;
- Strong organizational, and interpersonal skills;
- Proficiency in Microsoft Office: Word, Excel, PowerPoint, Publisher;
- Desire and ability to work in a fast-paced, unpredictable and growing environment with a can-do attitude;
- Experience with social media and online marketing channels a plus;
- Ambition to excel and advance based on a desire to go above and beyond;
- A professional, creative, fun-loving, imaginative, and innovative spirit.

PHYSICAL DEMANDS OF JOB

These physical demands are representative of the physical requirements necessary for an employee to successfully perform the essential functions of this job. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions of the Communications Internship position. While performing the responsibilities of the Communications Intern, the employee is regularly required to talk, hear, and use their hands to do activities like computer use, typing, phone use and filing. The employee is sometimes required to be on their feet for up to four (4) hours at a time; stand; walk; sit; reach with arms and hands; move or lift at least thirty (30) pounds.

WORK ENVIRONMENT OF JOB

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the Communications Intern encounters. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job. While performing the duties of this job, the employee is occasionally exposed to outdoor weather conditions.

REQUIREMENTS

Successful completion of a criminal background check. Successful completion of a national background check may also be required.

CONCLUSION

This job description is intended to convey information essential to understanding the scope of the Communications Intern position and it is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position. The Children's Science Center reserves the right to revise duties as needed.