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 may be 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: October 2015
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 project, I-805 project, I-5 North Coast Corridor, SR 125 South Bay Expressway, I-15 Express Lanes, bike projects, Rapid transit services, and iCommute, in addition to a variety of regional planning efforts, project-related community outreach, and special events.

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:

- Contribute as a team member to the development and implementation of outreach and marketing strategies for agency projects, programs, and services; participate in meetings and liaise with project partners; assist with coordinating activities.
- Assist with researching, writing, and editing newsletters, news releases, fact sheets, advertorials, opinion pieces, print/broadcast advertising, social media content, and other collateral materials.
- Assist with creating and editing posts and videos for social media in support of a variety of SANDAG projects and programs.
- Assist with planning and organizing a variety of media, promotional, and special events including groundbreaking and ribbon cutting ceremonies, public workshops, and outreach events.
- Assist with the review and development of agency websites and project information webpages.
- Assist with procurements, invoice payments, and related accounting tasks.
- Provide support for the Public Information Office, maintain and develop media contact lists, and maintain the publications library.
- Respond to requests for information from the public or other interested parties.

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 would have the following education, experience, and attributes:

- Graduate or undergraduate level coursework in journalism, communications, marketing, or a related field.
- Knowledge of effective communication techniques and marketing strategies.
- Ability to independently complete complex assignments that involve researching, analyzing, and synthesizing information into written summaries, reports, or recommendations.
- Advanced computer skills with MS Word, Excel, and PowerPoint, and Internet research; familiarity with social media platforms including Facebook, Twitter, Instagram, and YouTube; experience with video editing software such as iMovie is 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 multitask and work on several projects simultaneously.
- Demonstrated flexibility and willingness to perform a variety of tasks typical of an entry-level communications position.

Hours, Pay, and Perks
Interns are paid $13.50 per hour, are eligible to 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/marketing field is highly 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.

Any questions regarding this internship or application procedures can be referred to Cristen Powell, Human Resources Analyst, at cristen.powell@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. In recent years, leadership in areas such as comprehensive land use and environmental planning, public safety, and modeling and data systems also have earned SANDAG much acclaim. With an employee group about 300 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 precision of our data, the completeness of our reports and studies, and our sound recommendations are essential components of the regional decision-making process.