



Organization: Citizen University
Job Title: Social Media and Communications Intern
Start Date: January 2019

About Us

Citizen University is building a culture of powerful, responsible citizenship across the country. We envision a great civic revival across our nation — our dream is a country in which Americans are steeped in a sense of civic character, educated in the tools of civic power, and are problem-solving contributors in a self-governing society.

Job Description

Working with the programs and communications team to manage and execute social media and other communications content, the Social Media and Communications Intern will gain a hands-on experience supporting CU's digital presence. Intern will plan, manage and execute the social media content calendar, collaborate with team to brainstorm and launch other communication campaigns, develop written and communications pieces, and update web content. Opportunity to play a vital role on a creative team working to enrich and revitalize civic life around the country.

Qualifications and Skills:

- Undergraduate student with interest/background in one or more of the following areas: Communications, Journalism, Marketing, Public Relations, and/or Public Affairs.
- Extensive experience and comfort using social platforms (Facebook, Twitter, Instagram). Preferred experience in WordPress and Mailchimp.
- Strong written and oral communications skills.
- Enjoys creative writing, research, and audience engagement.
- Eye for design and interest in creating graphics and visual content.

Applicants should also be:

- Responsible, creative, purposeful, and collaborative.
- Attentive to detail, self-motivated, and able to successfully manage multiple tasks simultaneously.
- Passionate about strengthening democracy and building pathways for civic engagement.

Start Date: Early to mid-January. Part-time (approximately 10 hours/week), \$150/week. Internship will last approximately 3 months, with opportunity to extend.

Please send *résumé* and cover letter by November 30th to jobs@citizenuniversity.us.

Our office is located in the Impact Hub in Pioneer Square. More information about Citizen University can be found at citizenuniversity.us.