



**Organization: Citizen University**  
**Job Title: Programs & Communications Intern**  
**Start Date: June 2019**

### **About Us**

Citizen University exists to spread the belief that a strong democracy relies on strong citizens—that we all have the power to make change happen in civic life, and that we have the responsibility to try.

Our mission is to build 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 community.

In our work, Citizen University designs programs and projects that teach civic power and civic character, the essential components of powerful, responsible citizenship. We then activate and teach civic catalysts to spark the spirit of democratic renewal in their communities by equipping them with the skills and resources to bring these programs back to their communities. We also create and share accessible toolkits and resources that can be utilized by anyone, and we amplify and share success stories of powerful citizenship in action.

Our team approaches this work with joy, purpose, and a deep responsibility to each other and to our community.

### **Job Description**

The Programs and Communications Intern will gain hands-on experience at Citizen University. Intern will support Program Managers through research, project management, and administrative support. Additionally, intern will support Communications Director's planning, management and execution of the social media and the content calendar. In this role, intern will collaborate with the team to brainstorm, develop and launch 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, Marketing, Public Relations, Political Science, 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.
- Strong written and analytical research skills.
- Eye for design and interest in creating graphics, visual content and displaying information.

**Successful Candidates Will**

- Be responsible, curious, creative, purposeful, and collaborative.
- Be attentive to detail, self-motivated, and able to successfully manage multiple tasks simultaneously.
- Be passionate about strong democracy and building pathways for civic engagement.

**Compensation**

Part-time (approximately 15 hours/week), \$225/week.

Internship will last approximately 3 months, with opportunity to extend.

*Please send résumé and cover letter by with subject line "Program and Communication Intern" to [jobs@citizenuniversity.us](mailto:jobs@citizenuniversity.us) or through Handshake. Applications reviewed as they are received; position open until filled.*

Our office is located in the Impact Hub in Pioneer Square. More information about Citizen University can be found at [citizenuniversity.us](http://citizenuniversity.us).