



## Community Relations Internship

### **Description:**

The Community Relations Intern will assist the Director of Community Relations in support of TCMedia's mission to provide communications resources to build stronger communities through outreach, creation of external communications, and event planning.

### **Activities and Learning Opportunities:**

- Draft social media posts for Facebook, Twitter, Instagram and assist in establishing a Snapchat account.
- Draft write-ups for posts to website and weekly newsletter.
- Produce written and visual content for quarterly mailer to membership.
- Create flyers and half-sheets for promotion of TCMedia events and offerings.
- Capture photos and video to promote Thurston Community Media.
- Assist in outreach activities by tabling and act as an ambassador for the organization.
- Assist in the production of TCMedia programs such as *Mission Non Profit*.
- Other duties as assigned.

A single quarter commitment is an unpaid/credit bearing internship. Interns who make commitment of two quarters will be compensated the second quarter. Work study accepted.

### **Qualifications:**

Current student in baccalaureate or graduate program with an emphasis in public relations, marketing, communications, media production, non-profit management, or closely related field.

Intern should have intermediate experience in the areas of writing, journalism, social media, graphic design, or video production.

The candidate should have cultural competency when interacting with diverse groups and individuals of differing backgrounds. Must have knowledge of their own cultural background and awareness of their interactions with others.

Commitment to ensuring media tools, technology, and training are accessible to all people.

Ability to work nights and weekends.

### **Expectations:**

Time commitment of 10-20 hours per week.

High degree of comfort with technology.

Ability to lift 30 lbs.

Thurston Community Media  
440 Yauger Way SW Suite C  
Olympia, WA 98502  
(360) 956-3100



Thurston Community Media

Demonstrated professionalism in interacting with community, team members, and conduct in the workplace.

**Apply:**

Please submit a resume and a cover letter detailing your experience and interest in working at TCMedia via email to Andrea Capere, Director of Community Relations at [acapere@tcmedia.org](mailto:acapere@tcmedia.org). Please include “Community Relations Intern” in the subject line of your email.

The internship is related to an educational purpose and there is no guarantee or expectation that the activity will result in future employment with Thurston Community Media.

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