Internship Description

Work Site Name (Department if applicable)	Intern Position
27J Communications Department	Communications Student Intern

Brief Overview of Internship

Is your camera roll always full? Is "content creator" your dream job? Want to run around your school putting a mic in people's faces?

👀 This could be you! ⇉⇉

Our intern wants real-world experience in communication and marketing. You'll work with the 27J Communications team to help produce social media content, weigh in on engagement strategy, and support the department's goals and objectives.

An internship (literally) like no other…

bit.ly/27Jintern



Internship Tasks

Working with us, you'll…

- Create the kind of fun/weird/new social media content that our high school students like you will watch.
- Help us (staff) understand students better so we can connect with them about important district news and initiatives
- Take and edit photographs/videos using professional cameras and software (Adobe, Capcut, etc.)
- Design flyers, newsletters, posters and graphics
- Speak for the student perspective in meetings with our team to develop strategies that will be used for district-wide issues.

- Help plan community events.
- Plus some other stuff!

Internship Learning Goals (new skills/knowledge the intern will acquire)
• How to create content that makes people pay attention and moves your team toward its goals • Professional photo and video editing skills • Strategic planning of a social media campaign • Tracking and using social media analytics to improve content and reach more people • How your communications/public relations team works including: website management, social media management, public relations, marketing, graphic design, photography, videography, internal and external communication, etc.
Potential Internship Project
Developing a social media campaign from start to finish on an agreed- upon topic with the goal of increasing student engagement online.

Internship Site Address and Primary Contact Information	**Internship Hours Start/End Times**
Lauren Zweitzig lzweitzig@sd27j.net 303-655-2960 27J Educational Services Center 18551 E 160th Ave Brighton CO, 80601	9:30 AM to 4 PM (subject to change/flexible with intern's schedule)
Physical requirements	**Dress Code**

Frequently required to lift up to 25 pounds. Occasionally required to stand, walk, sit, reach, climb or balance, and stoop, kneel, crouch, or crawl. The individual is occasionally required to work in outdoor weather conditions.	Business casual
Occupational/Educational Requirements (skills, certifications needed)	**Age/Grade Level of Intern**

• Strong organizational, communication and interpersonal skills. • Proficiency with Google Suite. • Must be proficient in photography and videography. • Possess working knowledge of Adobe Premiere video editing software preferred. • Ability to work with students, staff, parents and community members in a professional and positive manner. • Must be able to commit to maintaining the confidentiality of sensitive information. • Must have reliable transportation to and from work sites around the community, including the district offices.	Junior or senior
High School Pathway (WBL Coordinator)	**Accommodations (WBL Coordinator)**