



Communications Internship

Writing Intern (2 positions)

Reports to:

Director of Communications
596 S. 2nd Street, San Jose, CA 95112
(408) 294-1113

Interim contact:

Kristine Ho
Marketing & Communications Coordinator
(408) 294-1113 x 2103
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Grade Level: 11, 12

General Responsibilities:

- Compile and catalog story content database
- Assist with story research and placement
- Write stories and ND News blurbs
- Other departmental tasks as needed

Required Qualifications:

- Member of the Class of 2026 or 2027
- Excellent writing skills

Hours of work:

- 1-2 articles/blurbs a month
- Mutually agreed upon dates
- Most of the work will be remote
- Monday-Friday during school or after school

Benefits:

- 5 units of course credit on your transcript

- Learning about marketing communications and strategy