

Princeton City Schools: Communication Intern Position

Summer Paid Position

Purpose: Princeton City Schools is committed to empowering each student for college, career, and life success. We believe internships provide a hands-on opportunity for students to experience careers in the real world, and to explore opportunities within a career pathway.

Communication Internship: Interns in the Communications Department will have an opportunity to gain a better understanding of communication, including public relations, media relations, business relations, social media, website management, photography, graphic design, marketing, promotions, project management, and event planning. Interns in this role will have the opportunity to work with staff throughout the district, including administration, teachers, and support staff. Interns will have an opportunity to grow their portfolio of work. This position is located at the Princeton Administration Center but requires travel throughout the district.

Qualifications: Recommendation from an administrator or advisor which demonstrates student performance and preparedness, as well as a willingness to openly and positively communicate with strangers. Students should have an interest in pursuing college/career related to communication, including marketing, public relations, journalism, publicity, graphic design, photography, and/or social media management.

Requirements: Regular attendance; professionalism when working with staff, students, and media; responsibility in representing the district through various communication channels; dependability; completing work within deadlines; strong time management and writing skills.

Maximum availability of 30 hours per week.

Responsibilities **MAY** include (depending on student interest and skills):

- Writing articles for "The Viking Report" - PSCD newsletter, including story conceptualization; writing questions; interviewing subjects; photography; writing compelling headlines, by-lines, and articles
- Job shadowing with media coverage - story gathering, developing, pitching, production
- Photographing events and people at school buildings throughout the district, editing photos
- Writing compelling summaries of events to accompany photographs
- Posting on district social media in a professional manner, representing the district
- Editing a variety of written communication for content and accuracy
- Graphic design of district projects
- Website copywriting, design, and updates
- Attending meetings to observe departmental functions
- Event coordination, management, and assistance as needed

Attendance Performance Requirements: 98% attendance (excluding student holidays, weather-related closures, and school-excused college visits); Complete a minimum of twelve total of the following: written articles in PCSD newsletter; events photographed, edited, and summarized in social media posts; graphic design projects; website edits; attend district meetings; attend board meetings; assist in the coordination of special events.

PRINCETON CITY SCHOOLS - AN EQUAL OPPORTUNITY EMPLOYER The Princeton City School District does not discriminate on the basis of sex, race, color, creed, religion, age, national origin, or disability.