CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY
JOB DESCRIPTION

Internship Opportunity 1 (Communications)

FLSA STATUS
Temporary Non-exempt

REPORTS TO
Director of Communications

JOB SUMMARY

- Scan environment for opportunities to participate in events; Map and calendar events with a focus on diversity
- Help solidify partnerships with family friendly venues, i.e., zoo, children's museum, etc.
- Help identify social media influencers; Help coordinate and support Parent Forums for FB Live
- Distribute and monitor materials in community; Reach out (with team) to faith based communities
- Participate in and provide support for community events with team; Accompany team members on outreach meetings and presentations; Participate in ‘community listening groups’
- Help organize Parent Pop Ups at Libraries, Boys & Girls Clubs, Municipal events, etc.

ESSENTIAL FUNCTIONS

This description reflects the essential functions of the job. The intern is expected to perform these and other job related duties as may be required. Additions, deletions or changes may be made at any time, without prior notice.

Takes personal responsibility to demonstrate behaviors consistent with the CSC Leadership Philosophy, Organizational Values and related behaviors.

Takes ownership for assigned tasks and utilizes supervisor or mentor, whenever necessary, for support and coaching.

Ability to work collaboratively with diverse staff and community partners, often in a team setting, within a multicultural environment in a respectful and courteous manner.

Respects confidential and sensitive materials. Demonstrates professionalism and ethical conduct at all times.

KNOWLEDGE, SKILLS, AND ABILITIES

Strong written and verbal communication skills, strong interpersonal skills, dependable, organized, detail-oriented, ability to analyze and synthesize data. Flexible, able to multi-task and work independently. Comfortable using Facebook, Instagram, Twitter.

WORKING CONDITIONS AND PHYSICAL/MENTAL REQUIREMENTS

Duties are performed in a general office environment requiring: Ability to communicate effectively in writing, using English language, with or without the use of auxiliary aids or services. Cognitive skills to perform essential functions.

SOFTWARE/EQUIPMENT PROFILE

Commonly used application software: Microsoft Office Program (Excel, Outlook, Word).

MINIMUM QUALIFICATIONS

Undergraduate or graduate student with major or concentration area in marketing, communications or related field. Experience working in collaboration with other individuals and community organizations helpful. Bi-lingual preferred.
Internship Opportunity 2 (Communications)

FLSA STATUS
Temporary Non-exempt

REPORTS TO
Public Information Officer

JOB SUMMARY
Providing social media content for events, specific topics, programs, etc.; Writing/uploading EveryParent app push notifications; Translating communications from English to Spanish/Creole and vice versa (if Intern is bilingual); Updating media contact lists; Writing press releases and creating content.

ESSENTIAL FUNCTIONS
This description reflects the essential functions of the job. The intern is expected to perform these and other job related duties as may be required. Additions, deletions or changes may be made at any time, without prior notice.

Takes personal responsibility to demonstrate behaviors consistent with the CSC Leadership Philosophy, Organizational Values and related behaviors.

Takes ownership for assigned tasks and utilizes supervisor or mentor, whenever necessary, for support and coaching.

Ability to work collaboratively with diverse staff, often in a team setting, within a multicultural environment in a respectful and courteous manner.

Respects confidential and sensitive materials. Demonstrates professionalism and ethical conduct at all times.

KNOWLEDGE, SKILLS, AND ABILITIES
Ability to write copy for multiple publication platforms (traditional, digital and social media), marketing materials, and multiple audiences. Ability to take photos and videos for social media.

WORKING CONDITIONS AND PHYSICAL/MENTAL REQUIREMENTS
Duties are performed in a general office environment requiring: Ability to communicate effectively in writing, using English language, with or without the use of auxiliary aids or services. Cognitive skills to perform essential functions.

SOFTWARE/EQUIPMENT PROFILE
Commonly used application software: Microsoft Office Program (Excel, Outlook, Word).

MINIMUM QUALIFICATIONS
Undergraduate or graduate student with a major or concentration area in journalism, digital media/social media/content. Fluency in Spanish and/or Creole a plus.
CHILDREN'S SERVICES COUNCIL OF PALM BEACH COUNTY
JOB DESCRIPTION

Internship Opportunity 3 (Communications)

FLSA STATUS
Temporary Non-exempt

REPORTS TO
Digital Communications Administrator

JOB SUMMARY

Assisting with the design and development of our digital platforms, including websites and apps, and the optimization of these platforms through research and analysis of data analytics.

ESSENTIAL FUNCTIONS

This description reflects the essential functions of the job. The intern is expected to perform these and other job related duties as may be required. Additions, deletions or changes may be made at any time, without prior notice.

Takes personal responsibility to demonstrate behaviors consistent with the CSC Leadership Philosophy, Organizational Values and related behaviors.

Takes ownership for assigned tasks and utilizes supervisor or mentor, whenever necessary, for support and coaching.

Ability to work collaboratively with diverse staff, often in a team setting, within a multicultural environment in a respectful and courteous manner.

Respects confidential and sensitive materials. Demonstrates professionalism and ethical conduct at all times.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to design and develop websites and apps. Knowledge of html5, CSS, Object-Oriented Programming, and analytics, specifically Google analytics.

WORKING CONDITIONS AND PHYSICAL/MENTAL REQUIREMENTS

Duties are performed in a general office environment requiring: Ability to communicate effectively in writing, using English language, with or without the use of auxiliary aids or services. Cognitive skills to perform essential functions.

SOFTWARE/EQUIPMENT PROFILE

Commonly used application software: Microsoft Office Program (Excel, Outlook, Word), Adobe Creative Suite, XCode, Android Studio.

MINIMUM QUALIFICATIONS

Undergraduate or graduate student with a major or concentration area in Computer Science, Website Design/Development, Information Sciences.

To be considered, candidates must submit a cover letter and resume online at http://erecruit.cscpbc.org/Careers/ by 5:00 p.m. March 31, 2020. Please specify which Communications internship opportunity you are applying for. Internships are for the Summer of 2020.