



Communications Intern

The internship at the National Center for APEC (NCAPEC) provides opportunities for researching APEC and related trade issues, investigating the implications of economic integration around the Pacific Rim, and keeping current with the interests and concerns of local and national business groups.

Interns play a vital role in the organization and execution of conferences and meetings hosted by the National Center for APEC. Interns are also exposed to the process of U.S. - APEC policy formation.

While interns are expected to perform daily administrative tasks, there are opportunities to work on long term projects, depending on the changing needs of the organization. Interns at NCAPEC have the opportunity to develop their written and oral communication skills and their knowledge of general office procedures.

Job Description Summary:

The Communications Intern is under the direction of the Communication and Marketing Manager. The Communications Intern will perform a variety of tasks involving writing, researching and compiling data, social media and multimedia support, website updates, event planning projects, administrative duties, and other projects as assigned.

Specific Duties and Responsibilities:

The duties of this role are inclusive of, but not limited to the following:

- Develop external list of contacts for quarterly newsletters
 - Gather contacts from staff
 - Research blogs, media contacts, additional external contacts to add to list
- Write blog postings
- Compile and maintain video library
- Website support maintenance
 - Identifying dead links, content corrections, etc.
 - Building list of recommendations for the site
- Develop social media content
- Creating and editing publications
- Answering calls and directing inquiries to the appropriate staff member
- Making copies and collating documents
- Work on special projects as assigned

Requirements:

- This position requires multi-tasking skills and the ability to work independently and under pressure
- Comfortable with online platforms such as Vimeo, blogs, YouTube, etc.
- Strong writing skills – ability to write for a variety of audiences
- Attention to detail is vital
- Demonstrated agility to shift direction in response to changing work situations is critical
- Proficiency with Microsoft Office Outlook, Word, and Excel is required
- Applicants with experience with video editing softwares, Dreamweaver, and Photoshop will be strongly considered
- The ideal candidate will have a minimum of one year administrative and office experience supporting management in a fast-paced office environment
- Must be enrolled in a college program.



Compensation and Schedule:

\$10.00 per hour. Work hours are based on the needs of the National Center, but will not exceed 16 hours per week during the 6-8 week period.

To Apply: Please submit a cover letter, resume and three references with phone numbers by July 2 to Marilou Christiansen, mchristiansen@ncapec.org. NOTE: Only materials delivered by e-mail will be accepted. No telephone calls or personal office visits, please.

Based on the Immigration Reform and Control Act of 1986, applicants who are selected for employment will be required to verify authorization to work in the United States.