

**JOB ANNOUNCEMENT  
COMMUNICATIONS INTERN  
FILING DEADLINE: OPEN UNTIL FILLED  
SALARY: \$22.28 per hour**

The Santa Cruz County Regional Transportation Commission (RTC) is a regional agency created by the State of California to carry out transportation responsibilities that cross city and county boundaries. The members of the RTC represent the County Board of Supervisors, the City Councils, and the Santa Cruz Metropolitan Transit District. Along with volunteer committee members and Commission staff, the RTC works in cooperation and consultation with other public agencies; business, environmental, neighborhood and advocacy groups; and members of the public to deliver a variety of transportation options to serve the community's needs.

**DEFINITION:**

The role of the Communications Intern is to assist with entry-level communications and outreach needs in an effort to create public awareness of RTC programs, projects and services. Under the direct supervision of the Communications Specialist, the Communications Intern will have the opportunity to gain hands-on experience and develop valuable skills in public outreach and engagement. This internship will provide exposure to various aspects of the communications field, including content creation, distribution of public information and social media management.

**EXAMPLES OF ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES**

*(Include but are not limited to the following):*

- Create content for various channels, including website, enews, flyers, presentations, and meeting/event materials
- Assist in drafting and disseminating media advisories and press releases
- Assist in the development of collateral materials for events and meetings
- Create engaging and informative graphics, videos, or written content for social media
- Create and implement a social media posting schedule
- Assist with public meetings and events, such as planning, developing materials, site preparation and providing information during events to attendees
- Gather and coordinate materials for use at external public meetings and events
- Take photos and/or video of public meetings and events

**KNOWLEDGE AND ABILITIES:**

- Excellent written and verbal communications skills, with a keen eye for detail and the ability to convey information effectively
- Ability to multitask and meet deadlines with strong organizational and time management skills
- Ability to work independently and as part of a team

- Knowledge of social media platforms, with a willingness to propose creative new ways to use these mediums
- Ability to use Microsoft Office programs
- Ability to use photo editing and graphic design software

## **TRAINING AND EXPERIENCE:**

- Current university enrollment with a major in marketing, public relations, communications, or a related field

## **APPLICATION PROCEDURES:**

A completed job application and resume must be received via email to [yparra@sccrtc.org](mailto:yparra@sccrtc.org) **THIS POSITION IS OPENED UNTIL FILLED.** Materials submitted become the property of RTC and will not be returned.

For assistance or if you require special accommodation, please call **(831) 460- 3218**. RTC Office hours are 8:00 a.m. - 5:00 p.m., Monday - Friday. The RTC will not fax application materials.