**At-Will Job Description**

**Job Title:** Communications and Social Media Intern  
**FLSA Status:** Non exempt  
**Department:** Communications and Membership  
**Type of Position:** Intern, part time, temporary  
**Reports To:** Shawntaye Hopkins, communications associate  
**CSG Classification:**  
**Contact:** shopkins@csg.org or 859-244-8188

**JOB SUMMARY**

The communications and social media intern position is within The Council of State Governments’ Lexington-based Communications and Membership Department. The intern will provide day-to-day support for ongoing projects within the department. The communications and social media intern will write for CSG’s newsletter, magazine, website and press releases. The intern will produce social media content. The intern will shoot, edit and post multimedia content to CSG’s website and monitor CSG member accounts.

**DUTIES & RESPONSIBILITIES**

- Write original content for all CSG communication vehicles, including *The Current State* e-newsletter, *Capitol Ideas* magazine, CSG’s website and CSG’s social media outlets.
- Produce and post social media content including, but not limited to, material for Twitter, Facebook, YouTube and LinkedIn.
- Provide fact checking and copy editing assistance to Communications and Membership staff.
- Aid in creating promotional email blasts for webinars and other CSG events.
- Aid in maintaining the CSG Knowledge Center by posting stories and other content.
- Conduct interviews with members, associates, policy experts and/or staff.
- Write press releases and aid in creating distribution lists.
- Monitor traditional and social media outlets for potential stories.
- Collaborate with graphic designers to produce original infographics for CSG’s newsletter and website.
- Shoot and edit original videos.
- Write content for marketing and promotional materials, including email blasts.
- Assist graphic designers with copy for CSG graphics.
- Provide administrative and logistical support to CSG communications staff.
- Perform other duties as assigned.

**SKILLS & ABILITIES**

- Knowledge of Associated Press (AP) Style.
- Ability to listen and adapt to constructive feedback.
- Strong internet and social media skills.
- Strong storytelling skills in both written and multimedia formats.
- Ability to write clear, accurate and balanced stories about public policy.
- Excellent verbal and written communication skills.
- Able to work independently and handle a variety of tasks and assignments concurrently while adhering to specific instructions, technical direction and deadlines.
- Self-motivated with a desire to learn on the job.

**EXPERIENCE REQUIREMENTS**

- Student with experience writing for a college or professional publication preferred.
- Applicant must have a general understanding of government, political science and public policy.

**EDUCATION REQUIREMENTS**

- Must be enrolled in an academic institution throughout the duration of the assignment.
- Student in junior or senior year of college preferred.
PHYSICAL REQUIREMENTS ESSENTIAL TO PERFORM THE DUTIES OF THE JOB

- Frequently communicates with staff and members in person, via telephone or electronically.
- Frequently answers telephone.
- Occasionally lifts objects weighing up to twenty-five (25) pounds.
- Frequently remains in a sitting position.
- Frequently types with fingers and hands on a computer keyboard.