

Employment Opportunities

600 NE Grand Ave.
Portland, OR 97232-2736
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www.oregonmetro.gov/jobs



Communications Intern - Newsroom

Status:	Part- time position
Department:	Communications - Newsroom
Work location:	600 NE Grand Ave., Portland, Oregon
Time commitment:	Up to 20 hours/week; duration: six-months; flexible schedule
Pay:	\$11.00/hour
Application deadline:	June 4, 2010, 5:00 p.m.

This position is open to students working towards academic degrees or any person seeking work experience in the field of communications.

Internship information

Metro's communications newsroom is seeking an intern to work with the media relations coordinator and the editorial coordinator. The newsroom provides coordination, content development and editorial support for Metro's website, newsfeeds, media outreach and social web channels.

We produce newsfeed stories, news releases, web content, Facebook and Twitter posts, audio and video products and still photography.

The intern will assist with tasks and projects relating to:

- content development – writing news releases, calendar items, feature stories and other content for Metro's website and newsfeeds and for traditional and web-based news and information outlets
- new media – writing for Facebook and Twitter, producing audio and video content, supporting Metro's use of online engagement and social networking tools
- editing – proofreading, fact checking and reviewing content for AP style
- online tools – posting content to Metro's website, newsfeeds, calendar and other online tools (includes basic photo editing and HTML; training provided)
- media tracking – monitor and track media coverage to determine value of placement and frequency
- general project management, including possible outreach to other stakeholders such as community, nonprofit and business organizations.

To apply, submit the following

1. a complete resume
2. three writing samples
3. a cover letter that addresses:
 - a. your career goals and how this internship would help you to achieve them
 - b. any experience, background or coursework relevant to this position
 - c. areas in which you are most interested in attaining experience.

Send your application

Deadline: June 4, 2010, 5:00 p.m.

E-mail: Karen.Kane@oregonmetro.gov

Please include the word "part time/intern" in the subject line of your e-mail. Electronic attachments must be in MS Word or PDF format.

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