

Job Opening Announcement & Job Description



Communication Assistant - Intern

Supervisor: Executive Director of Technology	Division: Technology Location/Assignment: Chelan, Douglas, Okanogan & Grant Counties
Salary Range: \$20.00 - \$23.00 per hour <i>Salary range is dependent upon experience and expertise.</i>	Conditions of work: 80-100 days, 8-hours/day through late August to early September 2022 <i>nonexempt position</i>

GENERAL DESCRIPTION:

This position is a rare opportunity to join an exciting team. The regional Educational Service District 171 (ESD 171) is seeking a dynamic team player interested in making an impact in the lives of district staff as the Communication Assistant-Intern for 29 School Districts within our ESD region. The Communication Assistant-Intern will assist the communications department in supporting NCESD staff and external clients with Communications, Social Media, Publications, and Marketing. This position is based in Wenatchee, Washington.

Qualifications:

Required:

- Two (2) years of college-level education preferably in communications, journalism, public relations, marketing, or related field experience.
- Experience with developing content for web, print and social media in a variety of forms.
- Basic understanding of design principles and/or experience working with design software.

Responsibilities:

- Assist with producing various forms of media (e.g. websites (wordpress), social media, email communications, video production, graphic design, printed materials, etc.) to communicate, inform and engage for the purpose of increasing awareness of the agency and its services.
- Under the direction and with support of the Communication Specialist, manage day-to-day engagement on NCESD's social media channels: Facebook, Twitter, LinkedIn, Instagram, and Youtube.
- Produce copy and design for NCESD and client communication materials, including print and electronic publications, websites, and videos.
- Provide tailored analytics reporting for NCESD's communication channels. Use these reports to provide updates as well as recommendations on ways to improve communication.
- Ensure brand consistency across all platforms and communication strategies.
- Support the Communication Specialist in forming marketing strategies as part of the annual planning process.
- Work collaboratively with agency staff to provide graphic design and communications support using a variety of software (Adobe Creative Cloud, Canva, Google Suite, and/or other).
- Assist the Communication Specialist with a variety of extended projects and other tasks as assigned.

Skills, Knowledge, and/or Abilities:

- Organizational and time management skills with the ability to manage multiple projects.
- Excellent written and verbal communication skills.
- Highly computer literate with capability in email, MS Office, Google and related business and communication tools like Adobe, Canva, social media scheduling tools, etc.
- Strong interpersonal skills demonstrated through the ability to build trusting, collaborative relationships.
- Exceptionally high commitment to task accomplishment and flexibility in working hours and days.

Timeline:

Position opens: May 3, 2022
 Position closes: May 17, 2022
 Screening & Interviews as soon as possible
 Position begins as soon as possible

Note: Employment contingent upon successful clearance of a Washington State Patrol, FBI fingerprint criminal history background check, and Sexual Misconduct background check.

Due to Governor Inslee's proclamation 21-14.1, dated August 20, 2021, all NCESD employees are required to provide proof of COVID-19 vaccination or provide supporting documentation for a valid health or religious exemption. New hires will need to provide such documentation on or before their first day of work.

Professional Growth and Responsibilities

- Meets or exceeds performance expectations in the following areas:
 - Competence
 - Quality & Quantity of Work
 - Attitude
 - Flexibility, Innovation & Initiative
 - Cooperation with Supervisor/Director & Peers
 - Demonstrates & Supports Agency Values
- Supports and implements ESD policies, regulations, procedures and administrative directives; demonstrates loyalty to the ESD and other administrators.
- Submits records, reports and assignments promptly and efficiently.
- Deals with obstacles and constraints positively.
- Demonstrates ability to adjust to and use new approaches in the performance of his/her duties.
- Seeks and takes advantage of opportunities for professional growth.
- Maintains dress and appearance appropriate to a professional office setting.
- A new employee is subject to a 180-day probationary period and must be evaluated prior to its end. If work is found to be unsatisfactory, the employee is subject to termination.
- Other duties as assigned by the Executive Director of Technology and Superintendent.

Physical Demands

- Frequent travel within the ESD 171 region. Some overnight travel may be required.
- Extended or flexible hours as necessary.
- Sitting for extended periods of time may be required. Lifts and carries a maximum of 40 pounds. Adequate manual and finger dexterity, hearing, speech, and vision are necessary to perform the essential functions of this position.

Application Procedure:

North Central ESD is accepting applications for this position on-line only. To access our on-line application please click the link below.

All completed packets must be submitted on-line and include:

- Updated Resume
- Cover Letter
- Two Professional Letters of Recommendation (less than a year old)
- Sexual Misconduct Form

[Click here to apply](#)