

Job Title of this Position	Communications Intern
Name of Organization	King County Department of Natural Resources and Parks, Director's Office
Website	www.kingcounty.gov
Job Location Address	201 South Jackson Street, Suite 700, Seattle, WA 98104
Contact / Supervisor	Kimberly Thielman
Phone Number	206-296-4395
E-mail	Kimberly.thielman@kingcounty.gov
<u>Hourly Pay Rate</u> (indicate a range)	\$11.75/HR
Employment Period	Summer Only [] Academic Year [] Summer & Academic Year [] (7/1/2008- 9/23/2008) (9/24/2008-6/12/2009) (7/1/2008 – 6/12/2009)
Hours per week	Summer: full time program 40 hrs/wk [] part time program up to 19 hrs/wk [] Academic Year: up to 19 hrs/wk []

Nature of Business or Organization:

Foster environmental stewardship and strengthen communities by providing regional parks, protecting the region's water, air, land and natural habitats, and reducing, safely disposing of and creating resources from wastewater and solid waste.

Duties and Responsibilities:

Under the direction of the Public Affairs Manager, the Communications Intern will:

- Research and write press releases and fact sheets
- Edit press releases, fact sheets and other public relations materials
- Help stage news conferences and community events where news coverage is expected
- Monitor local media for stories and help with daily news clips
- Respond to constituent letters and inquiries
- Develop databases that will facilitate communications via e-mail
- Assist with internal employee communications, including coordinating special events and initiatives
- Monitor Department intranet to ensure information is current
- Other duties as assigned

Minimum Qualifications:

- Enrolled for 2008 Fall Quarter full time (varies)
- Pursuing undergraduate program of study in communications or journalism full time
- Student in good standing with GPA of 2.0 or above
- Demonstrated writing experience
- Demonstrated ability to plan and complete a project

Educational Benefits:

Designed for junior or senior college students majoring in communications, the position is a way to help foster public service as a career choice for talented people trained in public relations, public affairs, journalism and other communications specialties. The goal is to give the successful candidate hands-on experience in a professional communications work group.

(For Work Study Office Use Only)

JOB NUMBER **65KNG01** REIMBURSEMENT RATE: FEDERAL _____% STATE **65**%