



Eugene City Manager's Office

Public Communications Intern Position

This position will provide assistance with the development and implementation of public information and outreach efforts in the City Manager's Office at the City of Eugene.

This internship offers a unique opportunity to participate in current, real-life public communication situations, while developing research, technical and communication skills and learning about municipal government and public relations practices. For more information about the City Manager's Office, see www.eugene-or.gov/cmoo.

Tasks may include:

- Creating communication plans for specific projects
- Drafting news releases, newsletter and website articles to increase public understanding of the value of City of Eugene services and the City's role in creating a safe, sustainable and livable community
- Researching alternate forms of communication (including infographics, video, social media, etc.), and creating materials based on communication needs and target audiences
- Attending public meetings or public engagement events (i.e. City Council, neighborhood meetings) and drafting articles or news releases based on the outcomes
- Helping plan and implement public engagement events or activities
- Reviewing and reporting on website and social media analytics
- Other communication related activities

All activities will be carried out in a professional and welcoming public-sector team environment, and the position will report to the Community Relations Director.

Qualifications:

- Must be enrolled full-time at an accredited university, working toward a degree in, Journalism, Public Relations, Communications, Media Studies, Public Policy or a closely-related field
- Excellent written and oral communication skills
- Familiarity with Microsoft Office software
- Ability to work independently and take direction
- Willingness to learn and adapt quickly to City practices and regulations related to communication

Desirable qualifications:

- Knowledge of practices related to communications, public relations and public information
- Previous communications experience in a government setting
- Experience writing copy for websites or social media

Hours:

The position will require 8-10 hours per week (typically Mon-Fri during business hours) for **spring term 2015** and may be extended if this is mutually agreed upon. This is an unpaid position.

How to Apply:

Application materials are available online at <http://www.eugene-or.gov/CMOintern> and should be submitted by e-mail to Jan Bohman, at jan.l.bohman@ci.eugene.or.us. First consideration of applications will be on **February 27, 2015**; however, the posting will be ongoing until filled. For questions, Jan can be reached at 541-682-5587. Applications should include a list of applicable classes and training, both completed and underway.



Eugene City Manager's Office INTERNSHIP APPLICATION

Name _____ Date _____

Mailing Address _____

Phone _____ E-mail _____

If you attend school, please indicate where: UO LCC Other _____

Please specify year in school: Undergraduate Graduate Expected graduation date _____

Department or area of study _____

Which internship(s) are you applying for? _____

When are you interested in beginning your internship? Fall Winter Spring Summer

Do you plan to receive academic credit for this internship? Yes No

If so, please state the department and professor you will be working with and the number of credits you plan to receive:

How many hours per week are you interested in working? _____

The City Manager's Office is open from 8:00 a.m. to 5:00 p.m., Monday through Friday.

What hours are you available to work? (Please include a class schedule)

Monday _____ Tuesday _____ Wednesday _____ Thursday _____

Friday _____

What is your career objective? _____

How did you find out about the internship? _____

Please email a cover letter and resume (including applicable classes or experience) along with your completed application to: jan.l.bohman@ci.eugene.or.us unless otherwise specified in the internship description. Writing samples or design samples are helpful.

Your application will be kept on file for one year. You will be notified if you are selected for an interview for any openings that may occur. Please contact Jan Bohman at jan.l.bohman@ci.eugene.or.us or 541-682-5587 if you have questions concerning your application or the intern program.

The purpose of the internship program is to provide opportunities for students and others to gain experience in public information work and related professions. The City of Eugene appreciates your interest in our internship program.

<http://www.eugene-or.gov/CMOintern>