

JOB OPPORTUNITY ANNOUNCEMENT

Apply On-line at www.smctd.com/jobs.html

Employment Hotline (650) 508-6308

January 22, 2019

TITLE: Communications Intern
EMPLOYMENT TYPE: Temporary (Non-Exempt)
DIVISION: Communications
APPLICATION DEADLINE: Friday March 1, 2019
PAY RANGE: \$18.00/hourly
WORK LOCATION: 1250 San Carlos Avenue, San Carlos, California
WORK SCHEDULE: Starting June 17, 2019 – 320 Hours Maximum

INTERNSHIP PROGRAM MISSION:

The Internship Program gives students the opportunity to apply the skills that they have learned in the classroom. In addition, the program gives students the opportunity to consider a career in the transit industry. The interns will gain invaluable experience by partnering and learning from our team of professionals.

JOB SUMMARY:

The Communications intern will work directly with the Communications and Digital Communications teams in promoting the transit agencies that reside under San Mateo County Transit District – Caltrain, SamTrans and Transportation Authority. The nature of the Communications and Digital Communications teams is cross-functional and the intern will have the opportunity to work on various projects covering all areas of the Transit District. The intern will participate in various duties across events, print and online publications and digital arms of the Communications and Digital Communications teams.

ESSENTIAL FUNCTIONS AND DUTIES:

- Support staff with Transit District-related community outreach and special events
- Write original content for Transit District's internal and external publications
- Assist in developing digital content for Transit District's social media accounts, including Facebook and Instagram, web and videos
- Attend planning and strategy meetings
- Complete other office duties as assigned

SUPERVISION: Works under the direct supervision of a team supervisor, who assigns tasks and responsibilities and evaluates performance.

MINIMUM QUALIFICATIONS:

- Must be currently enrolled as a Junior or Senior undergraduate, or a graduate student majoring in either Communications, Digital Communications or Journalism.
- Excellent written and verbal communication, strong editing skills
- Self-motivated, detail-oriented with strong analytical and organizational skills
- Excellent computer skills with experience in social media and Microsoft Office

San Mateo County Transit District, 1250 San Carlos Ave., San Carlos, CA 94070-1306

- Ability to work independently and with others
- Openness to learning and growing within the internship experience

SELECTION PROCESS MAY INCLUDE:

- Applications will be screened for completeness and minimum qualifications. Finalists will be interviewed by a selection panel. Successful candidates must be approved by college or university.

EMPLOYMENT BENEFITS AT SAMTRANS:

- Free transportation on SamTrans buses. Incentives are offered for riding other forms of public transit and for carpooling to and from work.

HOW TO APPLY:

Although we encourage applicants to apply online, we are still accepting paper applications.

- Apply online or complete a SamTrans Employment Application per instructions printed on the application.
- When completing the online application, please follow instructions on the Prospective Employee Reference Guide found at www.smctd.com/jobs.html. When completing the paper application, please specify the position for which the application is being submitted.
- Incomplete or improperly completed online or paper applications may be rejected even if you are qualified for the position for which you are applying. It is your responsibility to ensure that the online or paper application reflects the work experience and education needed to meet the requirements for the position(s) for which you are applying.
- Your completed application package must be received by the District's Human Resources Department by the specified deadline to receive consideration. Paper applications must be received by the Human Resources Department by 4:30 pm on the application deadline date. Online applications must be submitted prior to midnight on the application deadline date.

**The Human Resources Department will make reasonable efforts in the recruitment/examination process to accommodate applicants with disabilities upon request. If you have a need for an accommodation, please call (650) 508-6288. SamTrans is an Affirmative Action/Equal Opportunity Employer
Minorities/Women/Persons with Disabilities/Veterans**