Public Service Intern Job Description

**Agency:** Ventura County Fire Department

**Title of Internship:** Communications and Public Affairs Intern

**Department:** Communications and Public Affairs

**Location:** 165 Durley Ave., Camarillo, CA

**Description:** This internship will provide the successful candidate hands-on opportunities to develop her or his skills in social media, media relations, community outreach, community education and public affairs.

**Responsibilities/Sample Assignments:**

- Supporting public safety messaging at community events
- Helping to draft social media posts
- Writing website content
- Drafting news advisories or news releases
- And other duties as assigned

**Qualifications/Recommendations Interests/Preferred major:**

- Coursework in journalism, communications, marketing, public administration or emergency management
- Experience with a student newspaper, website, radio station or television station, or a previous internship with a professional media outlet
- Social media experience
- Experience in emergency management, such as an explorer’s program, Community Emergency Response Team (CERT) or neighborhood watch
- An interest in public service

**Equipment to be used:**

- Desktop and/or laptop computer
- Cellphone
- Microsoft Office suite
- Twitter, Facebook, Instagram, NextDoor, LinkedIn
- Constant Contact

**Hours per week:**

Up to 40 hours a week when not in school. Up to 20 hours per week when school is in session.