

AACOG COMMUNICATIONS INTERNSHIP

Application Deadline: July 30, 2021

Internship Title: Communications Intern

Location: AACOG Main Office (2700 NE Loop 410)

Duration: 8-10 Weeks

Schedule: Monday through Friday

Brief Description of AACOG/External Affairs

The Alamo Area Council of Governments (AACOG) offers a comprehensive internship program designed to engage, impart valuable skills, and offer insight into a career in the communications and public affairs field. Highlights include hands-on projects and access to mentorship and networking opportunities. During the 8-10 week commitment, the intern will work in a supportive learning environment, contributing both independently and on a team towards key agency initiatives.

Internship Description

The external affairs team is looking for a proactive communicator with a basic understanding of Microsoft Office Suite, graphic design, and social media tools who is ready to immerse himself/herself in a fast-paced working environment.

The Communications intern should possess a positive attitude, critical thinking skills, and attention to detail. The candidate must be collaborative, independent, receptive to feedback, and eager to learn.

Intern Duties and Responsibilities

Under the supervision of the Public Affairs Manager, the Communications intern can expect to:

- Participate in the preparation of press releases; media advisories, and newspaper articles.
- Assist with generating reports for internal executives, the Board of Directors, and State agencies.
- Work with departmental staff to plan, develop, and execute assigned projects consistent with strategic goals of the department and the agency.
- Assist with research, filing, data entry, recording, and maintaining accurate records.
- Prepare and send out communications to strategic partners, elected officials, and AACOG members.
- Assist with the management of agency social media platforms.
- Shadow members of the External Affairs department as they perform their duties.
- Handle sensitive and confidential information with honesty and integrity.

Requirements and Qualifications

- Must be classified as a college Sophomore, Junior, or Senior per institution's credit hour requirements.
- Must be available to work part-time (no more than 20 hours per week) for duration of the 8-10 week program (hours are flexible during standard hours of operation).

- Must have basic knowledge of Microsoft Office Suite.
- Excellent written and verbal communication skills.
- Currently pursuing a degree in Communications, Political Science, Public Relations, Marketing, or a related field.
- Candidates must be enrolled in an undergraduate degree program at a four-year college or university.

Benefits of Internship

- Hands-on project experience in the field of communications.
- Supportive learning environment.
- Access to mentorship.
- Networking opportunities.

Preferred Qualifications

- Strong analytical, deductive, and problem solving skills.
- Proficiency with Digital Single-Lens Reflex (DSLR) camera (photography and video).
- Experience with social media management.
- Attention to detail.
- Knowledge in graphic design.
- Bilingual (English and Spanish).
- Should be able to manage multiple projects and deadlines.

**Send resume and any supporting documentation to Miguel Segura, Public Affairs Manager, at msegura@aacog.com.*