Information Needed to Recruit Interns

Organization: Walker Institute of Politics & Public Service

Address: Lindquist Hall 169

Contact person info (name, email, and/or phone) and How to Apply:

Name: Becky Stromberg

Email: [rebeccastromberg1@weber.edu](mailto:rebeccastromberg1@weber.edu)

Phone: 801 626 6252

How to apply: email Becky with a resume and cover letter

Internship Responsibilities/Duties:

As our communications intern, you will manage and improve all our communication flow and be responsible for promoting a positive public image of the Walker Institute of Politics & Public Service. You will be responsible for designing mass media announcements, writing initial drafts of our press releases, managing our social media accounts, and collaborating with the Walker team to coordinate our external (newsletters) and internal (memos) communications flow.

Skills/Knowledge Needed for Internship:

* Excellent communication, interpersonal and presentation skills
* Knowledge in copywriting, proofreading, and editing
* Basic graphic design skills
* Photo and video-editing skills
* Knowledge of social media platforms and experience promoting using them
* Outstanding organizational and time-management skills

Projects to be Completed (Internship Portfolio possibilities)

The Walker Institute of Politics & Public Service will need the intern to promote at least two events a month (usually more) so there will be many items for the portfolio. We will need the intern to create and implement a social media presence as we have not been strong in this area.

Location for Internship Work:

There is work space at the Walker Institute for the intern – a desk, computer, etc. To the extent the student is comfortable, they can work at the Walker Institute or work from home.

Days/Times Intern Needed – How Flexible

We are very flexible as to days and times. We expect the intern to work 3-5 hours a week, but it may vary based on project timelines.

Pay Rate/Stipend:

We can offer a needs-based scholarship based on what the student needs.