



**PLANNING AND DEVELOPMENT REVIEW DEPARTMENT**  
**Comprehensive Planning Division**  
Human Resources Administration

***NOTICE OF VACANCY***  
***Communications Intern***  
***(Temporary, Part-Time)***  
**REQUISITION #: COA071321**

**Posting Date:** August 15, 2013

**Closing Date:** When filled or August 26, 2013

The City of Austin Planning and Development Review Department's Comprehensive Planning Division is offering an internship position to support communications activities for the department and to promote the implementation of Imagine Austin, the city's recently adopted comprehensive plan.

The selected intern will have the opportunity to be mentored by communications professions and planners, and to participate in a variety of planning activities. He or she will be a vital part of a team focused on education and outreach, and will be encouraged to contribute ideas to forward these goals.

City of Austin communications internships meet requirements for class credit with most university programs. **This is an unpaid internship.** Typically, interns work a minimum of 12 hours and up to 20 hours a week in four-hour blocks of time which are flexible Monday - Friday, 8:30 a.m. to 5:30 p.m. It is essential for the selected person to commit to the internship for at least three months.

**Intern responsibilities:**

- Social media coordination, including preparing posts, responses to citizen inquiries, research, campaign planning, etc.
- Researching, writing, editing, and distributing various communications pieces, including media releases
- Web site maintenance, including content creation for Planning and Development Review (PDR) and Imagine Austin (IA) projects and programs pages
- Loading and updating content for PDR/IA social media pages, blogs, e-newsletters, websites, etc.
- Community outreach coordination, including assistance with planning and execution of PDR/IA events

**Minimum Qualifications:**

- Undergraduate with senior status, graduate student, or someone with a previously completed undergraduate degree
- Excellent verbal and written communication skills
- Proficiency in computer technology, particularly Microsoft Office Suite (Outlook, Word, PowerPoint, Excel)
- Solid professional phone and email conduct

- Knowledge of social media (Facebook, Twitter, blogging, etc.)
- Well-organized and willing to take direction from experienced professionals
- Knowledge of or willingness to learn website and digital newsletter editing programs

Student applicants must possess academic performance that is considered in good academic standing by college/university standards.

**Interested candidates must apply online: [www.austincityjobs.org](http://www.austincityjobs.org)**

Through the online system, submit the following:

- A one-page cover letter explaining why you want to be an intern in the Planning and Development Review Department Comprehensive Planning Division
- A one-page resume of previous professional and / or volunteer experience