



Job Title: Digital Communications Intern

Position Type: Internship (Summer)

Location: Fayette County Administration

Hours: TBD (Flexible)

Overview: A real-world experience in the exciting world of digital media. Students will create content for social media, websites, and more. Learn how to research, write, edit, and produce photos, videos, graphics, and even podcasts. This internship is perfect for students who love to create and share stories.

Key Responsibilities:

- **Content Creation for Digital Platforms:** Assisting in the creation and scheduling of social media posts, newsletters, and website content to communicate local government initiatives, events, and news to the community.
- **Social Media Monitoring and Engagement:** Monitoring social media channels for community feedback, comments, or inquiries. Engaging with the public by responding to questions, sharing information, and helping foster positive communication between the local government and the public.
- **Designing Graphics and Multimedia:** Supporting the development of digital assets such as graphics, videos, and infographics for use on social media, websites, and public presentations. This may involve using basic design tools like Canva or other design tools.
- **Assisting with Public Outreach Campaigns:** Helping plan, execute, and promote outreach campaigns through digital channels, such as public service announcements, event promotions, or community engagement initiatives.
- **Data Collection and Reporting:** Tracking the effectiveness of digital communications efforts by gathering data on website traffic, social media metrics, and engagement levels. Assisting in preparing reports to help improve future communication strategies.

Qualifications:

- Strong written and verbal communication skills.
- Attention to detail and organizational skills.
- Basic design and multimedia skills.
- Familiarity with social media platforms.

Benefits:

- Real-World Experience in digital media.
- Insight into local government operations.
- Networking opportunities.
- Development of transferable skills and knowledge.
- Contribution to the community.

To Apply: Show us your creativity! Draft two social media posts and write a short blog post (300 words max) based on a recent press release. If you have a portfolio of your work (photos, videos, graphics, etc.), we'd love to see it! Submit it as a PDF or a link to administration@fayettecountyga.gov.