

POSITION DESCRIPTION

POSITION TITLE: Communications Intern

LOCATION: Atlanta, GA

SUPERVISOR: Industry Communications Program Manager

POSITION SUMMARY:

Will support the on-going work in the Communications Department and will provide assistance to the Communications Team including, the Assistant Director of Communications to help fulfill the mission of the organization on behalf of the dairy farm funders.

POSITION ACCOUNTABILITIES & RESPONSIBILITIES:

ACCOUNTABILITY 1: Communication Department

- a. Assist with any research needed for articles and materials being produced within the department.
- b. Edit articles and press releases under the direction of the Public Relations Account Manager.
- c. Submit content for website at least monthly to the Integrated Communications Account Manager.
- d. Develops electronic organization of videos in media room and responsible for video editing to support the Integrated Communications Account Manager and E-Media Communications Account Manager.
- e. Edits and files video under the direction of the Assistant Director of Communications.
- f. Attends local events to support Communications team with photos and videos as available and needed.
- g. Create materials for next June Dairy Month campaign and other monthly PR campaigns.
- h. Assist with any record keeping needed within the department to maintain databases.
- i. Assists in organization and filing of all SUDIA Photo Gallery and Video Gallery content.
- j. Manages electronic filing system of communication materials including photos.

ACCOUNTABILITY 2: Administrative management responsibility.

- a. Maintains accurate and thorough records and files.
- b. Works no more than 30 hours per week
- c. Performs other duties and responsibilities as necessary.

POSITION REQUIREMENTS:

Minimum Qualifications

Ability to perform each essential duty satisfactorily. Requirements and competencies include, but are not limited to, those listed below which are representative of the knowledge, skill and/or ability required to perform this job.

Education or Experience: College student or recent college graduate with experience in Communications, Journalism or Public Relations.

- Proficient with Microsoft Office Suite (MS Word, Excel, PowerPoint, Access, Outlook).
- Proficient with social media platforms (YouTube, Pinterest, Twitter, Vine, Facebook, Instagram).
- Proficient with web publishing tools (WordPress).
- Familiar with Adobe Creative Suite (Photoshop, InDesign, Illustrator).
- Familiar with video editing software (Final Cut, Adobe Premiere).

Knowledge, Skills and Abilities

- Ability to work with some supervision.
- Good organizational skills; ability to manage time effectively, prioritize and handle multiple tasks/projects, and meet deadlines.
- Ability to transport company promotional material and to lift heavy boxes of at least 25 pounds.
- Ability to perform other duties and responsibilities as necessary.
- Reliable transportation and the ability to attend promotion events.