

Yolobus

YOLO COUNTY TRANSPORTATION DISTRICT

PAID INTERNSHIP POSITION

Marketing & Communications Intern

OVERVIEW

Yolo County Transportation District (YCTD) seeks an in-person intern to assist with all aspects of marketing and communications. This is a hands-on internship that involves a mix of fieldwork and desk work. Compensation is \$14.00-\$18.75 per hour, depending on experience. Both undergrad and graduate students are encouraged to apply. These contract positions are part-time during the academic year, with the option of full-time work during the summer months.

Under direct supervision of the Marketing & Communications Specialist, the intern will assist with writing communication materials, editing content, graphic design, and print production materials such as flyers and posters. In addition, they will assist with managing the agency's social media platforms, visual communications, and the District's website to increase public awareness and education of residents, business partners, media, and other stakeholders.

Students with interest in...

- Learning about working Public Transit and Local Government,
- Learning about the importance of effective communication in the public sector,
- Learning about the different methods, materials, equipment, techniques, etc. used in communications, and/or
- Developing their resume and portfolio with real projects,

Are encouraged to apply!

This position will remain open until it is filled.

RESPONSIBILITIES

This list is intended to indicate the general nature and level of work performed by employees within this classification and is not designed to be interpreted as an exhaustive listing of all tasks required of employees assigned to this job.

- Actively monitor social media sites, update posts and ongoing social media content on Facebook, Instagram, Twitter, and LinkedIn.
- Create and produce visual informational content (Flyers, posters, social media content, video, photos etc.) for District's services, programs, and events.
- Provide research support for marketing efforts in different campaigns and projects.
- Assist with the preparation and distribution of correspondence, reports, agendas, and other publications (Press releases, newsletter releases, etc.)

QUALIFICATIONS

Applicants must be currently enrolled in an accredited college/university majoring in one or more of the following areas: public relations, marketing, communications, journalism, visual arts/design, graphic art/design, or related fields; or are a recent graduate who completed their degree in one of the above fields of study.

HOW TO APPLY

To apply, please submit your resume, cover letter and writing sample via mail, fax or email to:

Mailing Address:

Mimi Koh
Yolo County Transportation District
350 Industrial Way
Woodland, CA 95776

Email: MKoh@yctd.org

Fax: (530) 661-1732

ADDITIONAL INFORMATION

The position is an independent contractor. Free Yolobus bus pass provided during internship. Mileage reimbursement provided, excluding commute. Refer to separate attachment for wage rates. Remote work may be available depending on projects, however, not guarantee.

YCTD is an Equal Opportunity Employer. Women, people of color and LGBTQ+ individuals are strongly encouraged to apply.



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STUDENT INTERN HOURLY WAGES RATE

First-Year Student (Less than equivalent of 30-semester units completed)	
No relevant work experience	\$14.00
At least equivalent of 15-semester units completed or 500 hours of appropriate experience	\$14.25
For every year of relevant comparable experience (up to 3 years or \$0.75)	\$0.25

Second Year Student (Equivalent of 30-semester units completed)	
No relevant work experience	\$14.50
At least equivalent of 45-semester units completed or 500 hours of appropriate experience	\$14.75
For every year of relevant comparable experience (up to 3 years or \$0.75)	\$0.25

Third Year Student (Equivalent of 60-semester units completed)	
No relevant work experience	\$15.00
At least equivalent of 75-semester units completed or 500 hours of appropriate experience.	\$15.25
For every year of relevant comparable experience (up to 3 years or \$0.75)	\$0.25

Fourth Year Student (Equivalent of 90-semester units completed)	
No relevant work experience	\$16.00
At least equivalent of 105-semester units completed or 500 hours of appropriate experience.	\$16.50
For every year of relevant comparable experience (up to 3 years or \$0.75)	\$0.25

Graduate Student (B.A. or B.S. Degree Completed)	
No relevant work experience	\$18.00
At least equivalent of 9-semester units completed or 500 hours of appropriate experience.	\$18.50
For every year of relevant comparable experience (up to 3 years or \$0.75)	\$0.25