



Communications & Outreach Intern

Part-Time, Hourly

Summer: May - October

Position Summary:

The Communications & Outreach Intern reports to the Marketing & Communications Manager and the Southeast Area Manager. The position is responsible for supporting the external and internal communications and outreach for the organization, as well as supporting planning, logistics, and administration for engagement events.

Summary of Essential Job Functions:

Organizational Communications and Outreach (70%)

- Assist with updating and generating content for organizational websites with support from development staff and program staff
- Generate short-form content for the Parks Alliance social media channels (in particular Twitter, Facebook & Instagram)
- Support the maintenance of communications impact metrics and dashboard; report back data to communications and development staff
- Assist with social media research as needed
- Help to maintain and improve media contacts database
- Field general inquires from community members
- Represent the Parks Alliance at public outreach and engagement events
- Provide other assistance as needed to ensure effective external and internal communications and outreach for the Parks Alliance

Event Planning and Administration (30%)

- Assist with logistics for Parks Alliance events, such as the City-Wide Movie Nights, both off-site and at Parks Alliance offices
- Help develop and implement outreach strategies for Parks Alliance events; such as distributing flyers and event notices to local businesses and residents
- Track invoices for events, and fill out check-requests as needed
- Database management: Help maintain and expand community outreach database

Experience and Qualifications:

- Excellent written and verbal communications skills

- Community outreach and event planning experience preferred
- Familiarity with online social media platforms such as Facebook and Twitter
- Experience with common office software platforms required. Experience with Adobe Creative Suite is a plus
- Strong time management and organizational skills are necessary
- Experience with web content management systems and basic HTML skills a plus
- Priority will be given to San Francisco residents who are familiar with San Francisco's political landscape and neighborhood groups
- Some weekend/evening work required
- Limited travel within San Francisco
- Valid CA Driver's License required
- Undergraduate applicants pursuing B.A. degree in Journalism, Communications, English, Political Science, or other communications-intensive discipline recommended

Expectations:

Passion for parks, playgrounds, and the natural world and for bringing park-related experiences to the public; high commitment to learning about San Francisco parks and open spaces.

Exemplify highest standards of integrity, professionalism, discretion, excellence and accountability; demonstrates emotional intelligence and self-awareness; inspires confidence and trust; welcomes feedback.

Exercises initiative to identify and solve problems with drive, flexibility, resourcefulness and creativity.

Able to interact in an effective, tactful and professional manner internally, externally and with the public at large; responds graciously and promptly to the needs and requests of others.

Plan to participate in communications efforts and public events/activities as a member of the development and communications team on nights and weekends as required.

Must be able to engage in a range of physical activity, including standing or sitting at a desk or computer and walking (sometimes on uneven surfaces) for extended periods of time.

Must be able to climb a flight of stairs and lift/carry up to 25 pounds.

To apply:

Applicants must submit a resume and cover letter to jobs@sfparksalliance.org List the job title and your name in the email subject line, and let us know how you find out about the position in your cover letter.