

Job Title: Social Media/Communications Specialist Intern (Unpaid)

Department: Department of General Services

Office: Office of Strategic Planning, Performance, and Communications

Location: Remote

Duration: Year-round (Fall, Spring, and Summer Semesters)

Requirements:

- Must be 18 years or older
- Currently pursuing an undergraduate or graduate degree in Communications, Marketing, Public Relations, or a related field
- Available to commit to a minimum of 10-15 hours per week for 3-6 months

Responsibilities:

- Assist in creating and implementing social media strategies to enhance online presence
- Develop and curate engaging content for various social media platforms
- Monitor and analyze social media metrics to optimize content and engagement
- Collaborate with team members to design and distribute marketing materials
- Help craft and disseminate press releases, media alerts, and other communications
- Support the development of internal and external communications, including newsletters and reports

Skills:

- Strong knowledge of social media platforms and their respective audiences
- Excellent writing, editing, and visual communication skills
- Ability to work independently and as part of a team
- Detail-oriented and organized, with strong time management skills
- Familiarity with graphic design and video editing software a plus

Benefits:

- Gain hands-on experience in social media and communications
- Develop portfolio-building materials and skills
- Network with professionals in the field
- Contribute to meaningful projects and initiatives in the Department of General Services

How to Apply:

If you are a motivated and creative individual looking to gain experience in social media and communications, please submit the below documents to dgsinfo@montgomerycountymd.gov

1. Resume
2. Cover letter
3. Writing samples (2-3)
4. Social media profiles (or a sample social media campaign)