

### ***Communications Position Description***

This individual will play an integral role on Los Angeles City Council President Herb Wesson's communications team. The role will focus primarily on creating meaningful content for various digital channels. Over the course of the internship, this individual will help expand the Council President's social media footprint, as well as gain valuable experience in working in political communications.

This role requires someone who is comfortable in a fast-paced environment, detail-oriented and driven by results. We are looking for a candidate with strong writing skills and experience in brand development. A general knowledge of graphic design, video editing and photography are musts.

#### **Responsibilities:**

- Generate written content for the website and newsletter
- Create video packages and/or photo campaigns
- Provide creative input on digital strategy and content creation
- Monitor and provide updates on news and digital trends
- Design and offer support on graphic designing needs
- Assist in communications needs including maintaining media lists
- Assist with event planning and press conferences

#### **Qualifications:**

- Junior or senior in undergrad
- Proficiency in Premiere or another video editing program
- Proficiency in digital marketing platforms including MailChimp
- Experience using Canva or the Adobe Creative Suite, particularly InDesign & Photoshop
- Working knowledge of HTML programming and HTML/Web editors/ WordPress
- Experience and/or have proficient knowledge of marketing email, social media, mobile and digital campaigns
- Knowledge of public affairs and citywide political landscape
- Detail-oriented and able to coordinate multiple work streams for on-time project delivery
- Strong writing skills
- Great attention to detail and strong organizational skills
- Analytic and technical mind, with a creative eye

If the above description sounds like you and fits your background, please contact Caolinn Mejza at [caolinn.mejza@lacity.org](mailto:caolinn.mejza@lacity.org)