



**SEATTLE COLLEGES**  
North · Central · South

**Workforce Communications Intern**

**District Office - Workforce Department**

Please submit your resume & 1-page sample newsletter to [rachel.andre@seattlecolleges.edu](mailto:rachel.andre@seattlecolleges.edu) by October 31<sup>st</sup> for first review.

Job Title:	Workforce Communications Intern
Number of Positions Available:	1
Department:	District Office – Workforce Department
Work Location & Modality:	District Office/Siegal Center - 1 <sup>st</sup> Floor – Workforce Department Hybrid (remote with some in-office days as needed)
Expected Hours:	10-15 hours per week
Wage:	\$20.76 per hour
Desired Quarter Start/End:	Winter 2025 –end of Spring 2025
Job Description:	<b>Position Overview:</b>  We are seeking a motivated and creative Communications Intern to assist in the development and production of our monthly newsletter. This role is an excellent opportunity for someone interested in communications, marketing, and content creation. The intern will collaborate with various teams to gather information, curate content, and design engaging newsletters that resonate with our audience.
Specific Duties:	<b>Key Responsibilities:</b> <ul style="list-style-type: none"><li>• Research and compile relevant content, including articles, updates, and announcements from various departments.</li><li>• Collaborate with team members to identify key messages and themes for each newsletter edition.</li><li>• Assist in writing, editing, and proofreading newsletter content to ensure clarity and accuracy.</li><li>• Support the design and layout of the newsletter using tools like Drupal, and Adobe Dreamweaver and Photoshop.</li><li>• Help manage the newsletter distribution process and track engagement metrics.</li><li>• Contribute creative ideas for improving newsletter content and design.</li></ul>
Experience/Qualifications Desired:	<b>Qualifications:</b> <ul style="list-style-type: none"><li>• Currently pursuing a degree in graphic design or a related field.</li><li>• Strong written and verbal communication skills.</li><li>• Familiarity with content creation and editing tools.</li><li>• Basic graphic design skills are a plus.</li></ul>

	<ul style="list-style-type: none"> <li>• Detail-oriented with the ability to manage multiple tasks and deadlines.</li> <li>• A proactive attitude and a willingness to learn.</li> </ul>
Educational Outcomes:	<b>What You'll Gain:</b> <ul style="list-style-type: none"> <li>• Hands-on experience in content creation and newsletter production.</li> <li>• Opportunity to work closely with a dynamic team and contribute to meaningful projects.</li> <li>• Insights into communication strategies.</li> <li>• Professional development opportunities and networking.</li> </ul>
Related areas of study:	Opportunity open to current students at North Seattle College, South Seattle College, and Seattle Central College. Students in graphic design, visual media, communications or related subjects highly encouraged.
Application Instructions:	<b>Resume &amp; Sample Newsletter:</b>  Please submit a resume, and:  Create a 1-page sample newsletter to showcase how you would design and organize content. Include areas for text and pictures (you may use filler text for the sample).  Email materials directly to <a href="mailto:rachel.andre@seattlecolleges.edu">rachel.andre@seattlecolleges.edu</a>  First review of materials will take place on October 31 <sup>st</sup> , 2025