

## **SEIU 119NW Training Fund**

### **Special Projects and Communications Intern**

15 S Grady Way, Suite 321, Renton, WA 98057

10 weeks

#### **General Description:**

The SEIU Healthcare 1199NW Multi-Employer Training and Education Fund (“Training Fund”) is seeking a motivated and resourceful Program Coordinator/Communications Intern. The intern will work directly with the Communications Director and Education Services Manager to participate in planning, outreach and promotion of healthcare events. This position will craft and execute organizational communications and marketing materials. Applicants should enjoy writing and producing creative, compelling and informative content for a variety of communications channels.

#### **Responsibilities:**

- Plan, write, and manage digital, print and social media messages
- Conducts research to find articles, stories, resources or other content that is relevant to our supporters and post to social networks in a manner that invites conversation and interaction
- Coordinate with Training Fund members to conduct interviews and take photos and videos to be developed into content for flyers, website, emails, or social media platforms
- Build and manage email distribution lists for special programs
- Organize and archive digital images, stories and videos

#### **Requirements:**

- Excellent interpersonal skills, face-to-face, telephone and email interactions
- Proven written communication skills, especially for writing short copy
- Firm grasp of social/digital media tools and platforms including Facebook, Constant Contact (or similar listserv)
- Experience with Microsoft applications and basic photo editing. Adobe Acrobat or Canva experience a plus
- Understanding of the basic principles of outreach, public relations and/or marketing
- An interest in communications, marketing, digital media and events
- Uses initiative and independent judgment in a wide variety of situations
- Excellent attention to detail and a high motivation to learn
- Comfortable with both taking initiative and working in collaboration
- Positive attitude
- Working towards a degree in Journalism, Communications, Public Relations, Marketing or related field
- Available to work a minimum of 20 hours a week, on-site in Renton
- A valid Washington State driver’s license, insurance and reliable transportation

#### **Working Conditions**

- Shared space environment
- Union-related work
- Frequent travel between employer locations and Training Fund office for the purpose of meeting with members and Training Fund activities
- Occasional irregular hours in order to connect with members who work at all times of the day and night
- Reimbursement provided for travel, phone and parking expenses related to Training Fund work