



City of Bridgeport
COMMUNICATIONS INTERN

Description:

The City of Bridgeport is looking for qualified interns to join our communications team. As the largest municipality in the State of Connecticut, our office is consistently proactive in planning and driving various positive communications, messages, and initiatives of the mayor and the city departments and services. Additionally, the Communications Department is also responsible to react or provide statements to the many inquiries and situations that frequently arise in the city.

Staying on point with messaging and imaging is supported by our department's structure, work ethic, and how we handle tasks and balance projects – these are critical factors that make us successful.

This is a part-time 10- hours per week (minimum), unpaid internship.

Primary Tasks will include:

- Assist in writing press materials that meet the City's objectives including press releases statements, and advisories.
- Develop social media campaigns to reach target audiences with engaging messaging for mayor and city accounts i.e. Facebook and Twitter
 1. Must have an understanding of social media
 2. Must have an understanding of key words, hashtags, to better understand how it applies to the City, the Mayor and interaction with followers
- Serve as videographer and photographer of press events
- Monitor local, regional and national media developments that are pertinent to the interest of the City of Bridgeport
- Create and deliver emails, direct mail, brochures, newsletters, and other publications and collaterals internally

Qualifications:

- Experience in Social Media, Journalism and/or Communications, Marketing, strongly preferred
- Knowledge of analytics and how they apply to Facebook, Twitter, etc.
- Knowledge of Adobe Photoshop and Premiere Pro is a plus
- Basic understanding of the scheduling system "Hootsuite"
- Knowledge of city government is encouraged but not required
- Excellent verbal and written communication skills and a high level of computer competency
- Be self-motivated, organized, willing to help with any project no matter how large or small, and be able to balance multiple priorities at once.
- Strong interpersonal skills and the ability to work directly with external parties and in collaboration across internal teams.
- Creative, flexible and task-driven.

Please send cover letter and resume to Dalmarys.Matos@bridgeportct.gov with the subject Internship Applicant.