



**CITY OF  
OAKLAND**

Office of the City Auditor

## **COMMUNICATIONS & RESEARCH INTERNSHIP**

As one of Northern California's most powerful economic forces, the City of Oakland offers an impressive array of opportunities for visionary creatives who thrive on promoting good government. This is a fantastic opportunity to work in City Hall with an elected official, learning the political nature of local government, in a fast-paced office.

### **What is this internship about?**

We are seeking an intern to support the communications and research work in our office, including assisting with our digital communications and social media engagement; conduct research when needed; program development and press and media work. The intern will also support and assist in community outreach and events. The intern will be supervised by the Assistant to the City Auditor.

### **Ideal candidate:**

An undergraduate or graduate level student in public relations, marketing, communications, digital communication for business development. Ideal candidates will be detail oriented, organized and creative and possess a professional work ethic and be enthusiastic to gain new knowledge.

### **Overall Tasks:**

Develop social media strategy and community outreach.

Help grow the City Auditor's online presence.

Prepare and create materials including graphics shareable on social media.

Assist in developing social media content (Facebook, Twitter, Instagram, Google+, etc.).

Assist in designing "Ask the Auditor" project including branding and content.

Conduct research related to the "Ask the Auditor" online campaign.

### **Desired Qualifications:**

Excellent written and verbal communication, strong editing skills

Experience with social media strategies

Analytical skills and curiosity for researching and assessing information

Proficiency with MS Office Suite

The ability to work independently and with others

Dependability, flexibility, and ability to maintain confidentiality

The ability to work well under pressure and meet deadlines

Proficiency in Photoshop, Canva, Illustrator, or InDesign preferred

### **Hours, Start & End Dates:**

15-20 hours per week; flexible. Minimum commitment of 3-4 months.

### **To Apply:**

Please send a letter of interest and resume with "Communications & Research Internship 2019" in the subject line to Dena L. Shupe, [DShupe@oaklandca.gov](mailto:DShupe@oaklandca.gov) no later than **September 30, 2019**.

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Office of the City Auditor, 1 Frank H. Ogawa Plaza, City Hall, 4th Floor, Oakland 94612

**INDEPENDENT CITY AUDITOR. SERVING OAKLAND WITH INTEGRITY.**