

Post Office Box 1679  
Quincy, Florida 32353-1679  
Quincy: (850) 627-7651



1640 West Jefferson Street  
Quincy, Florida  
32351-5679

## Communications and Outreach Intern

**POSITION OVERVIEW:** The Communications and Outreach intern(s) will assist the Communications and Outreach department at Talquin Electric Cooperative. Your responsibilities will include varied and engaging tasks such as assisting with the publication of a bi-monthly newsletter, designing print and digital materials, providing event support for youth programs, photography and social media assignments, and more. We are seeking 1-2 qualified candidates for the Fall 2021 semester.

This position is ideal for someone interested in not-for-profit and/or corporate communications.

### **POSITION SPECIFICATIONS:**

**Education:** Pursuing a Bachelor's degree in Communications, Public Relations, or a related field.

This internship position is flexible and will be a mix of in-person and remote work. Selected candidates will be based out of Talquin's Bradfordville office in Tallahassee, but candidates residing in Wakulla County may complete this internship from our Crawfordville office.

This is an unpaid internship that can earn course credit. This position is intended for one semester, but can be extended an additional semester based on selected candidates' performance and interest.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Research and create print and digital materials, as needed.
2. Prepare promotional materials for events and groups.
3. Monitor social media outlets and create social media posts and graphics.
4. Assist with website content and maintenance.
5. Provide support for events, such as photography and event planning.
6. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

**Licenses or Certifications:** None required

**Work Experience:** Not required

*Serving Gadsden, Leon, Liberty, and Wakulla Counties, Florida*

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**Job Specific Knowledge:**

1. Knowledge of communication concepts and public relations techniques used in the development of effective internal and external communications.
2. Skill in compiling information from various sources to write articles and create promotional materials.
3. Ability to ensure the accuracy of information presented in internal and external communications.
4. Skill in communicating with different audiences regarding the Cooperative.
5. Ability to prioritize multiple tasks required to meet deadlines and excellent organization skills.

**Supervisory Responsibility:** None

**Language Skills:** Ability to read, comprehend, and write instructions and correspondence in English on paper and electronically. Ability to effectively present information in one-on-one conversations with employees and Members of the Cooperative. Intermediate or fluent in Spanish is a plus.

**Technology Skills:** Must be able to operate office equipment such as a computer, phone system, copier, scanner, fax machine, and printer. Must possess and maintain proficiency in Microsoft Office including Word, Excel, and PowerPoint. Proficiency in Adobe Creative Cloud is a plus.

**Working Environment:** Inside and remote position with customary office conditions. Internship will occur during business hours (8:00 am – 5:00 pm) and will work around the selected candidates' schedules. There may be events outside of normal business hours that may be required, but advanced notification will be given.

**Physical Demands:** Sedentary, sitting work requiring occasional exertion of up to 10 pounds of force and occasional light lifting of up to 20 pounds. Job requires repetitive motions with hands and fingers such as keyboarding.

**TO APPLY:** Please send a cover letter and resume by June 30, 2021 to Sara Khan at [sara.khan@talquinelectric.com](mailto:sara.khan@talquinelectric.com). Interviews will be held in early July.