Strategic Communications Intern (Summer 2018)

West Coast Advisors interns will:
- Be involved with a variety of exciting public affairs, association management, strategic communication and media relations projects
- Network with industry experts and influencers
- Gain knowledge of communications planning, delivery and evaluation
- Work right next to the Capitol, in the hub of downtown Sacramento
- Develop materials to continue building a professional portfolio

Responsibilities:
- Develop e-newsletter, website and social media content to support strategic communication
- Conduct research as needed to develop key messages and communication materials
- Manage, track, and expand digital communication strategies
- Assist with planning and coordination of various client events
- Provide project support on public affairs and strategic communications projects
- Stay up-to-date on pertinent regulatory and legislative affairs and media coverage
- Track, update and maintain media relations
- Manage and develop e-newsletter subscription lists

Qualifications:
- Excellent writing and editing skills, attention to detail
- Professional attitude and effective communication skills
- Excellent time management, organization and prioritization skills
- Proficiency with all Microsoft Office programs
- Experience with agricultural and environmental issues
- Basic understanding or experience in managing social media
- Some experience with blog/website management and a strong willingness to learn more
- At least a college junior in agricultural communication, agricultural marketing/business, environmental science, animal science, political science, communications or a related field
- (Photography, video and/or graphic design skills are a bonus!)

Details:
- Ten to 12 weeks, depending on individual’s schedule
- Office hours are 8:30 a.m. – 5:30 p.m.
- Application deadline: Friday, April 13, 2018

Please send resume and cover letter to:
Maddie Dunlap
West Coast Advisors
mdunlap@westcoastadvisors.com