

ARLINGTON INDEPENDENT SCHOOL DISTRICT

JOB TITLE: Intern – Communications

DEPARTMENT: Communications

REPORTS TO: Coordinator – Communications

SCHEDULE: 15-20 hours per week

ROLE AND PURPOSE: The Arlington ISD communications internship is a single-semester program. The intern will gain experience in communications strategy and public relations practices while working with the communications department staff to assist with writing projects, event planning, photography, web postings and other departmental functions. In addition, the intern will have the opportunity to build a professional portfolio by having his/her writing and photographs published on the web and in district publications. The internship program provides an excellent opportunity to gain professional experience and contribute in an active, demanding and dynamic public relations environment.

QUALIFICATIONS: