



MULTIMEDIA INTERN INTERNSHIP DESCRIPTION

The Office of Supervisor Nora Vargas, Vice Chair of the San Diego County Board of Supervisors, is seeking a highly creative and motivated Intern to support the production of our multimedia content.

The student intern program is an educational opportunity to learn about the inner workings of our SD County government. The goal of the program is to equip our youth with the skills and knowledge to consider a career in government or public service. This is an opportunity for you to fulfill your community service hours or internship requirements. The intern program is a **12-week** program and requires a minimum of **16** hours per week commitment.

The office is open from Monday – Friday from 9:00 a.m. – 5:00 p.m. Interns should be flexible and willing to attend early, morning and occasional weekend events. Scheduling can be tailored to accommodate school and work commitments.

RESPONSIBILITIES:

- Create original short-form videos from events that engages, educates, and inspires.
- Craft creative captions and help create graphics.
- Monitor and track social media accounts.
- Take photos at community events, film and edit videos to support multimedia content production.
- Attend community meetings and events on behalf of the Vice Chair.
- Assist with administrative work, answering phones, constituent correspondence and general support for the team.

SKILLS, EXPERIENCE, COMPETENCIES:

- Excellent attention to detail and proof-reading skills.
- Experience using some form of video editor.
- Strong critical thinking and writing skills, with the ability to adapt content to different audiences.
- Functional knowledge of Canva, Adobe PhotoShop, or similar design editing software
- Experience with social media platforms such as Twitter, Instagram, Facebook, LinkedIn, and TikTok
- Ability to work collaboratively and independently and within a team in a fast-paced, high-expectation environment.

TO APPLY:

Interested applicants should email a cover letter, resume, one short essay describing your personal background, interests and why you are applying (500 words or less), 2 sample graphics/video/social media examples to antionettem.velasquez@sdcounty.ca.gov with Multimedia Internship in the subject line.

Please Note: *Internships are unpaid and limited to current undergraduate or graduate students.*