



# OFFICE OF THE STATE AUDITOR

## COMMUNICATIONS INTERN

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**SALARY (CSA205): \$16.00 /hr.**

### **GENERAL STATEMENT OF DUTIES:**

The Communications Intern will assist the Communications Director, Deputy Director of Communications and Deputy Director of Internal Communications in activities related to the day-to-day press and communications functions of the Office of the State Auditor (OSA).

The work of the Communications Intern will help to inform OSA staff about key issues impacting the work of the office, raise awareness about the work of the OSA, and maintain records of communications outreach and media requests.

The OSA is currently on a hybrid work from home arrangement due to COVID-19. Employees are expected to work 40% of their work week in an office, with the remaining 60% of the work week telecommuting. Also, as a requirement of employment, all OSA employees are required to provide proof of COVID-19 vaccination, or provide a negative COVID-19 tests weekly in order to access offices or worksites.

### **SUPERVISION RECEIVED:**

Works under the direction of the Deputy Director of Communications and the Deputy Director of Internal Communications.

### **SUPERVISION EXERCISED:**

None

### **DUTIES AND RESPONSIBILITIES:**

*The Communications Intern will perform administrative duties including:*

- Collect and distribute daily news clips.
- Assist in the development of social media content and graphics that are engaging and informative.
- Assist in the development of OSA's weekly internal newsletter.
- Assist in drafting media advisories, press releases and other related content.
- Maintain records and logs of media coverage and requests, as well as outreach activities of the office.
- Assist in the development of collateral materials.
- Gather and coordinate materials for use at external events.
- Take photos and/or video of events and meetings.
- Assist in the development and posting of content to the OSA website.
- Assist communications team on other activities and duties as assigned.

### **MINIMUM QUALIFICATIONS:**

*The successful candidate will possess and/or demonstrate:*

- Pursuing an undergraduate degree from a college or university
- Strong analytical, written and oral communication, and organizational skills, with attention to detail.
- Working knowledge of social media outlets (Facebook, Twitter, LinkedIn), with a willingness to propose creative new ways to use these mediums.
- Proficiency with Microsoft Office applications, including Word, Access, and Excel.
- Ability to gather relevant information from trusted and accurate sources



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- Ability to communicate effectively, both orally and in writing;
- Ability to work independently and as part of a team;

### **PREFERRED QUALIFICATIONS:**

*Demonstrated experience and expertise in the following areas will also be important considerations:*

- Awareness of the role of communications staff in a government office.
- Knowledge of the work of the OSA.
- Experience with photo editing and graphic design software.
- Experience developing content for websites.
- Undergraduate (junior or senior) or graduate student in public relations, marketing, communications, or digital communication.

### **INTERNSHIP PERIOD:**

Intern will begin work in mid-February 2022 and continue in role until early May (10 - 12 week period.) Weekly time commitment a minimum of 15 hours with the flexibility to add more depending on the candidate's availability.

### **HOW TO APPLY:**

#### **No Phone Calls Please**

To apply, please submit an electronic copy of a cover letter and resume, no later than February 25, 2022, to [OSA.applications@sao.state.ma.us](mailto:OSA.applications@sao.state.ma.us). When you apply, please fill out an employment application which is available [at this link](#).

The Office of the State Auditor is committed to providing equal employment opportunities. Employment actions such as recruiting, hiring, training, and promoting individuals are based upon a policy of non-discrimination. Employment decisions and actions are made without regard to race, color, gender, religion, age, national origin, ancestry, sexual orientation, gender identity and expression, disability, military status, genetic information, political affiliation, or veteran's status.