



Internship Announcement

OFFICE OF EMERGENCY SERVICES PUBLIC INFORMATION

Department: San Joaquin County Office of Emergency Services Office

Project Focus: San Joaquin County Social Media Template Design

Summary:

San Joaquin County's Office of Emergency Services (OES) is seeking a proactive, reliable, and innovative individual to join their team as an intern. This internship opportunity offers hands-on experience working alongside professionals in public information within the public sector. OES is responsible for disseminating safety and emergency information across various platforms, including social media.

Interns will primarily focus on enhancing the visual appeal and effectiveness of social media posts and templates. This includes creating graphics, articles, and images to support the communication of critical information to the public. While the main emphasis is on aesthetic design, interns may also be involved in other aspects of public information dissemination. This internship program provides valuable opportunities for professional growth by allowing interns to apply their graphic arts and public information knowledge gained in academic settings to real-world scenarios. The ideal candidate should be enthusiastic, organized, and possess a strong creative flair to contribute effectively to the OES team's objectives.

Intern Responsibilities & Learning Objectives:

- Collaborate with a team to conceptualize and design engaging social media posts aimed at disseminating safety and emergency information effectively.
- Assist County staff in collecting relevant data, writing articles, and formatting graphic layouts to support public information campaigns.
- Aid in the preparation and organization of research materials and data compilations for use in emergency communications.
- Shadow Emergency Planners and Public Information Specialists to gain insight into local governmental responsibilities, policies, and organizational structures related to emergency services.
- Develop and refine project management, public relations, and communication skills through practical application in a professional setting.
- Engage with experienced professionals in the industry across San Joaquin County, fostering networking opportunities and gaining insights into local industries and their potential interactions with emergency services.

Requirements & Qualifications:

- Shows enthusiasm for the graphic arts and social media.
- Demonstrates professionalism, attention to detail and integrity.
- Strong written and verbal communication skills.
- Acts as a team player who works collaboratively with others.
- Ability to receive and follow oral and written instructions.
- Proficient in Microsoft Office 365 (Word, PowerPoint, Excel, and Publisher).
- Goal-oriented planner that enjoys meeting deadlines and timelines.
- Passionate about the public sector workforce.

Eligibility:

- Interns must be college level students either currently enrolled in a two to four-year program at an accredited college or university.
- Interns must be in good academic standing.
- Hands on experience in graphic design, digital arts, photography, journalism, biological surveys, or other projects.

Desired Qualifications:

- Experience in high resolution photography and graphic design.
- Twelve units of college coursework in graphic design, digital arts, photography, journalism, public safety, or a closely related field may be substituted for the hands-on work experience.
- Familiarity with Adobe InDesign, Photoshop, Canva, and Illustrator.

Perks and Benefits:

- Showcasing of the intern's graphic arts through the Office of Emergency Services social media and campaign programs.
- Opportunity to present to local organizations.

Schedule & Compensation:

- Approximately 20 hours per week for 6 weeks during the summer break
- This is a paid internship. Each intern will earn up to \$1,920 at minimum wage.

Intern Submission Procedures:

- Email all documentation to: Internships@sjgov.org
- Subject line should read: OES Public Information Intern.
- Include a resume, cover letter & a product sample of a recent project or assignment.
- Optional documents to include are unofficial transcripts and letters of recommendation.
- Interviews will be conducted for select applicants meeting the eligibility requirements.

Submission deadlines:

- All documentation must be submitted by **XXX.**

**All internship related materials sent to San Joaquin County are kept for our records*