

Township of Moon Marketing and Communications Intern

Position Description: Moon Township is seeking an enthusiastic and self-motivated intern to assist with multi-platform communications for Moon Township and its cable television station Moon Community Access Television. This intern will report to the Communications Director. This internship is unpaid, for course credit and requires at least 10 hours a week.

Primary Responsibilities:

- Writing press releases and content for website and newsletters
- Write articles for the *Moon Messenger*
- Take photos for township newsletters
- Miscellaneous on-camera assignments for MCA-TV programs
- Use social media to engage MCA-TV viewers and volunteers
- Design and produce marketing materials for township programs

Qualifications:

To be considered for an internship position with Moon Township, candidates must:

- Be enrolled in an undergraduate program at an accredited college or university
- Have completed coursework toward a Bachelor's degree in Communications, Public Relations, Marketing, Journalism or similar
- Possess strong oral and written communication skills
- Have proficiency with computers and software applications including Microsoft Office and Adobe Creative Suite
- Be eager to learn and able to work independently

To Apply: Interested candidates should send a cover letter, resume and writing samples to Ashley Bureau, Communications Director at abureau@moontwp.us or 1700 Beaver Grade Rd. Suite 140 Moon Township, PA 15108.