



LACDP Communications Intern

Job Description

- Part-Time
- Internship

Qualifications:

- Excellent verbal and written communication skills
- Prior communications experience is preferred but not required
- Must be actively enrolled in an accredited college or university and pursuing an undergraduate degree during the length of the program.
- Strong academic record (minimum cumulative 3.0 GPA)

Responsibilities:

- Monitor local, state, and national news cycles.
- Monitor and circulate daily relevant news clippings.
- Draft statements, content for social media posts, and press releases.
- Assess relevant social media trends.
- Identify creative opportunities to grow social media presence.
- Provide overall assistance at press conferences and events – such as managing Facebook lives, filming phone footage where needed, etc.

Knowledge of:

- Digital platforms such as Instagram, Facebook, Twitter, Tik Tok, etc.
- Canva
- Microsoft Office: Word, Excel, and PowerPoint
- Adobe Creative Suite a plus

Compensation:

- School credit