



Oneida Nation of Wisconsin

P.O. BOX 365 ONEIDA, WI 54155

2016 SUMMER INTERNSHIP POSITION

DEPARTMENT: Communications
LOCATION/ADDRESS: N7210 Seminary Road – Norbert Hill Center – 3 rd floor
SALARY PREDETERMINED (Hourly, Non-exempt, No Overtime):
NAME AND TITLE OF ASSIGNED COACH/MENTOR WHO WILL BE SUPERVISING INTERN: Nathan King, Director of Intergovernmental Affairs & Communications
COACH/MENTOR CONTACT INFORMATION: Nathan King EMAIL: nking@oneidanation.org PHONE: 920.869.4022
DURATION: June 6, 2016 – July 29, 2016
NUMBER OF HOURS PER WEEK (No more than 36 per week): 36 DAILY SCHEDULE (Ex. 8am to 4pm): 8 a.m. – 4:30 p.m. DAYS OF WEEK: Monday - Thursday
INTERN DUTIES/PROJECTS (List in priority order, include percent of time weekly spent on each duty/project): <ol style="list-style-type: none">1. Use knowledge of current graphic design software to produce graphic art and visual materials for promotions, advertisements, video, and informative and instructional material through a variety of media outlets. (30%)2. Generate and manipulate graphic images, animations, sound, text and video into consolidated multimedia programs. (20%)3. Design and create new collateral materials that complement and enhance our brand and update and transition old materials to new. (20%)4. Assist in writing, proofing, and editing content for social media, web, blogs, etc. (10%)5. Draft and disseminate press releases. Assist in the development and execution of an annual PR plan. (10%)6. Assist in regularly updating social media with latest news, project photos, and other page changes. (10%)
INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING: Graphic design, web design, marketing, communications, business administration, public relations, advertising or related field.