

2017 SUMMER INTERNSHIP POSITION DESCRIPTION

DEPARTMENT: Intergovernmental Affairs and Communications

LOCATION/ADDRESS: N 7210 Seminary Road – Norbert Hill Center – 3rd Floor

SALARY PREDETERMINED: **\$10.10/ HR**

NAME AND TITLE OF ASSIGNED COACH/MENTOR WHO WILL BE SUPERVISING INTERN AND CONTACT INFORMATION:

NAME: Nathan King

TITLE: Director of Intergovernmental Affairs and Communications

EMAIL: nking@oneidanation.org

PHONE: 920-869-4022

DATES OF EMPLOYMENT: **JUNE 5TH, 2017 THRU JULY 28TH, 2017**

NUMBER OF HOURS PER WEEK: **36 HOURS PER WEEK**

INTERN DUTIES/PROJECTS (LIST IN PRIORITY ORDER.

(INCLUDE PERCENT OF TIME SPENT ON EACH DUTY/PROJECT WEEKLY):

- Assist with the development of creating content, creative and marketing strategies for promoting the Oneida Nation brand. (40%)
- Assisting in developing social media content (20%)
- Draft public relations materials such as fact sheets and news releases and other materials as directed (20%)
- Assist in developing a plan to expand social media presence (10%)
- Assist with special events (10%)
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INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- Communications/Public Relations
- Marketing
- Business Administration
- Advertising
- Skills in social media and web design