



## Position Announcement

### COMMUNICATIONS INTERN

The City of Baxter (POP. 8,000), is part of the Baxter/Brainerd Micropolitan Statistical Area that has a population of over 91,000. Baxter, a regional center located in the heart of the central lakes area of Minnesota, is seeking applicants for the position of Communications Intern. The successful applicant would be considered an independent contractor of the National Joint Powers Alliance (“NJPA”) and would invoice NJPA for their time worked at the City of Baxter. NJPA would provide funding for 40 hours per week at \$10 per hour and would provide up to a \$500 mileage stipend. The duration of this internship opportunity would be until the applicant’s fall semester begins, typically August or September.

#### **Required Qualifications:**

1. Requirements include strong interpersonal skills.
2. Major in communications or related field.
3. Junior or senior coursework in communications, public relations, marketing or journalism.
4. Experience with Microsoft software.
5. Strong writing skills.
6. Enrolled in a post-secondary higher educational institution and be considered full-time by that institution.
7. Must possess and maintain a valid Minnesota driver’s license.

#### **Preferred Qualifications:**

1. Experience in graphic design, website design and/or Adobe software.

#### **Intern Tasks:**

1. Write articles for the city newsletter.
2. Take photographs for use in various publications, social media, and the city website.
3. Graphic design – develop an improved layout for the newsletter.
4. Add and update content contained on the city website. Check continued functionality and mobile responsiveness.
5. Assist with developing social media policy.
6. Develop design standards to provide a consistent appearance across all City communications, including the website, newsletter, letterhead, etc.
7. Assist with staffing a Communications Task Force.
8. Assist with event planning for various meetings and ceremonies put on by the city.

An application may be obtained on the City’s website at [www.baxtermn.gov](http://www.baxtermn.gov) or by calling (218) 454-5108.  
**Applications will be accepted until 4:30 p.m. on May 23, 2016 or until the position is filled.**