

YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT

Invites applications for the position of:

COMMUNICATIONS INTERN

Salary: \$21.48 – \$26.10 Hourly

Department: Administration

Job Type: Extra Help/PT

Opening Date: 12/11/25

Closing Date: 01/09/25

Location: Davis, CA

Apply at: <https://www.ysaqmd.org/about-the-district/employment-salaries/>

POSITION OVERVIEW

The Communications Intern supports the Administrative Services Department by assisting with various public communication and administrative tasks. Under the direction of the Public Information Officer and reporting ultimately to the Administrative Services Manager, the intern plays a key role in helping the organization engage with the public and maintain transparency through multiple channels.

This is a part-time internship position ideal for a student or early-career professional seeking hands-on experience in public communications, social media management, records administration, and event support.

KEY RESPONSIBILITIES

- Assist with the coordination and implementation of public outreach activities and events
- Draft, schedule, and post content for official social media accounts
- Support the processing and tracking of public records requests in compliance with applicable laws and policies
- Assist in creating and updating communication materials, including flyers, press releases, and internal announcements
- Attend community events as a representative of the organization to assist with setup, public interaction, and information dissemination
- Help maintain digital and physical archives, including scanning permit documents
- Perform general administrative support duties as assigned

QUALIFICATIONS

Education and Experience:

- Currently enrolled in or recently completed a degree program in Communications, Public Relations, Journalism, Public Administration, Environmental Science, or a related field
- Prior experience in social media, public outreach, or administrative support is preferred but not required

Knowledge of:

- Basic principles of public communication and outreach
- Social media platforms (e.g., Facebook, Twitter/X, Instagram, LinkedIn) and scheduling tools
- Microsoft Office Suite (Word, Excel, PowerPoint), Canva, and Google Workspace

Skills and Abilities

- Strong written and verbal communication skills
- Ability to work independently and as part of a team
- Attention to detail and organizational skills
- Ability to maintain confidentiality and handle sensitive information appropriately
- Willingness to work occasional evenings or weekends for public events

ADDITIONAL INFORMATION

- This is a part-time, temporary, non-benefited position
- The position may require occasional work outside of regular business hours
- Reliable transportation to and from work sites and events may be necessary