YOLO-SOLANO AIR QUALITY MANAGEMENT DISTRICT

EXTRA HELP COMMUNICATIONS INTERN

Department: Administration **Reports To:** Administrative Services Manager **FLSA Status:** Non-Exempt

Employment Group: Temporary Extra Help - Unrepresented **Approved/Revised:** 02/2026

DEFINITION

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 ultimately reporting to the Administrative Services Manager, the intern plays a key role in helping the organization engage with the public and maintain transparency across multiple channels.

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

SUPERVISION RECEIVED AND EXERCISED

The Extra Help Communications Intern receives immediate supervision from the assigned lead person, supervisor, or manager and exercises no supervisory authority over staff.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Management reserves the right to add, modify, change, or rescind the work assignments of this position.

- 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 documents
- Perform general administrative support duties as assigned

QUALIFICATION GUIDELINES

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 AND ABILITIES

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

Ability to:

- 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

PHYSICAL DEMANDS

Work is performed in a standard office environment with moderate noise and controlled conditions. The role requires the ability to perform essential job functions, including extended periods of sitting and standing, routine physical movements, and computer use for detailed tasks. Strong listening skills are needed, along with the ability to occasionally lift or move materials up to 25 pounds.

WORKING CONDITIONS

Incumbents perform work in an office setting with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Traveling to outside locations such as the bank, car wash, and/or post office exposes them to limited weather conditions.

SPECIAL REQUIREMENTS

This position requires possession of, or the ability to obtain and maintain, a valid California Class C driver's license.

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