

# Communications Intern

## Job Description



### General Job Description

The temporary, part time Communications Intern for Unity Temple Restoration Foundation (UTRF) oversees the creation and management of content for social media; responsibilities include research, writing, organization, presentation, and documentation.

### Primary Duties and Responsibilities

#### *Content Creation*

- Research books, historical documents, and online resources to create 150 social media posts with corresponding photos and hashtags, to be archived and used throughout the year
- Create twelve blog articles (250-500 words with photos) from historic research, interviews with volunteers, and personal observations
- Creation of member newsletter content to be archived and used as needed

#### *Content Organization and Management*

- Download (or digitize) historic and current photos of Unity Temple and Frank Lloyd Wright emphasizing proper photo crediting and analysis of source for accuracy
- Research and gather information about Unity Temple
  - Existing printed/clipped materials, books, magazines
  - Online articles, blogs, advertisements, and other information
- Create resource binders including a table of contents, including historic and current newspaper articles, brochures, photos, and other printed materials about Unity Temple and UTRF
- Create electronic scans/PDFs of all resource information and save on flash drive
- Use Google Drive to format storage and organization of information, blog articles, and social media posts with photos
- Create electronic flipbooks of historical documents, photos, etc. for public consumption

#### *Video Production (time permitting)*

- Create promotional videos for upcoming UTRF programs
- Based on personal experience and interest, create 4-6 vlogs (video blogs) to enhance the written blog articles

### Qualifications

#### *Education and Abilities*

- Current or recently graduated (2022) high school student
- Proficiency in the use of computers for word processing, basic graphic design, and Google Drive
- Strong research, reading, and written abilities
- Appreciation for architecture and historic preservation

#### *Personal characteristics*

The Communications Intern should demonstrate competence in some or all of the following:

- **Behave Ethically:** Understand ethical behavior and business practices, and ensure that own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

- Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

### **Working Schedules and Conditions**

- 12 hours per week, 13-week temporary position between the dates of June 1 and August 31, 2022
- Hourly paid position of \$12/hour; intern will submit weekly timesheets qualifying work assignments and time; wages will be paid by check on a bi-weekly basis; a 1099-MISC form will be provided after the end of the year for tax purposes
- Flexible schedule; intern must work on-site at Unity Temple at least 50% of the time, remainder of time may be completed off-site
- Must have access to a computer/laptop and internet when working off-site; a computer will be provided when working on-site
- Communications intern will receive one-on-one training with UTRF Executive Director throughout the internship as-needed
  - Specific project requirements will be reviewed with the student at the start of the program
  - Executive Director will check in regularly with the student to review tasks and accomplishments
  - Training will be provided to understand project objectives and expectations
  - Assessment of the student's work will be based on thoroughness, quality of work, professional output, and completion
- Must adhere to Unity Temple building standards including public health safety, preservation of the building and care of the equipment

### **Application**

- Google Forms application can be filled out using this link: [forms.gle/5eKSTaf1VB8cXDwj9](https://forms.gle/5eKSTaf1VB8cXDwj9)
- All other communications should be addressed to:  
Heidi Ruehle, Executive Director  
Unity Temple Restoration Foundation  
**heidi@utrff.org**  
708/260-6661