VALLEJO PROJECT

YOUTH EMPOWERED BY SERVANT LEADERSHIP

Job Description

Job title: Communication Intern (Entry Level)
Location: 1055 Azuar Drive Vallejo, CA 94592
Terms: TPP PAID Days: _____ Hours: _____

Salary/rate: $16.00
Requirements: Vallejo youth 16-24 years of age.

About us: Vallejo Project is a community of volunteers improving student outcomes with peer learning objectives, connecting youth to multigenerational enrichment and development pathways in communication, trades and wellness. The mission of Vallejo Project is to transform Vallejo into a healthy and economically robust community by developing the leadership of youth and young adults and improving the systems that impact them. The vision of Vallejo Project is to empower youth by engaging in services and realizing their potential.

About the role: Vallejo Project is seeking motivated Vallejo youth to participate as an Entry Level Carpentry Trainee. This opportunity provides a unique experience for individuals that are interested in gaining exposure in the communications pathway.

Responsibilities:

- Develop and schedule engaging content for various platforms, such as social media, email, and website copy to name a few
- Regularly track, engage with, and share content from partner Organizations, social media influencers, and other amplifiers
- Update calendar systems for social media/email communications
- Support the development of communication materials (social media posts, email newsletters, web content, blogs, videos, and other materials) in collaboration with the communication team
- Create compelling images for social media and online communications that increase reach and drive engagement
- Perform various tasks to ensure communication efforts

Qualifications:

- VCUSD junior or senior student
- Writing and editing experience preferred
- Knowledge of Google (spreadsheets, slides, calendar, chat, etc.)
- Strong communication skills
- Multi-task
- Organization skills & time management