



Job Description

Lamoille FiberNet Communications Marketing and Communications Intern

Position: Paid internship June-August 2023

Reports to the Lamoille FiberNet Marketing and Communications Co-Chairs and Executive Director

OUR VISION

Every home and business in our territory will be connected to fast, reliable internet service.

OUR MISSION

To prioritize access to unserved and underserved addresses to symmetrical, high-speed, and affordable internet service—as soon as possible.

SUMMARY

Essential Duties: Work with Lamoille FiberNet staff and board members to support and expand the public and online presence of the Communications Union District.

Main Focus of Internship: Learn how to draft, align and execute external communications. Learn how to organize and support community and stakeholder outreach. Develop content for our municipal website and its connected MailChimp newsletter and social media platforms, including Front Porch Forum, Facebook, Instagram, and Twitter.

PRIMARY RESPONSIBILITIES

- Assist with maintaining the website
- Creating/uploading/maintaining web content within specific deadlines

Assist with the launch of new social media and newsletter

- Creating/uploading/maintaining social media and newsletter content
- Maintaining and expanding social media and newsletter audiences

Assist with the technical integration of social media, newsletter and website (with supervision)

- Assist with technical setup of initial integration
- Maintain archive of web, newsletter and social media content to comply with State Archive regulations for municipalities

KNOWLEDGE AND SKILL REQUIREMENTS

Main Qualifications Needed:

- Excellent oral and written communication skills
- Demonstrated ability to adhere to public communications guidelines for an organization
- Ability to work as a member of a team that sometimes has strict deadlines
- Ability to be a self-starter

Skills, Attributes and Knowledge Desired:

- Experience with Wordpress, Facebook, Instagram, MailChimp or Twitter

- Experience with social media use for a business or organization (work on college newspaper, professional online presence, etc.)
- The ability to source or capture imagery for use in copy/publications
- The ability or desire to learn about the unique role of the CUDs

WORKING CONDITIONS

Hours Per Week: 20 hrs., flextime, in office and at home

Deadline for projects: August 2023

Start/End dates for Internship: 6/15/23—8/24/23

Lamoille FiberNet is an Equal Opportunity Employer. Those who identify as women and non-binary, people of color, veterans, individuals with disabilities, members of the LGBTQ+ community, and other individuals from underrepresented populations are strongly encouraged to apply.