

LC WORK SCHOLARS POSITION DESCRIPTION

Work Scholar Job Title: Intern Communication Manager

Worksite Name: Valley Vision

Supervisor Name: Jerry Chavez Supervisor Email: jerry@vvedc.com

Employment Levels

| <i>Entry Level</i> | <i>Intermediate Level</i> | <i>Skilled Level</i> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks and requiring direct supervision of worker results | Involves less direct supervision than entry level, more work variety, and requires some independent exercise of judgment along with an increasing knowledge of the job. | Work is typically skilled, requires little direct supervision, requires independent judgment on procedures, has variety, includes training others, and the expectation of contributions toward improvement of the way work is carried out. |

In what employment level does this position fall (underline one)?

Entry Level Intermediate Level Skilled Level

Describe the duties of this position.

We are seeking a dynamic and creative LC State student to become our Intern Communication Manager to join the Valley Vision EDC team. This individual will play a crucial role in shaping and amplifying our message across various platforms.

Are you passionate about crafting compelling content and engaging with diverse audiences? Do you thrive in a collaborative environment and possess a knack for translating complex information into clear and concise communication? If so, we want to hear from you!

List the learning opportunities for this position.

- Learning to effectively communicate employer's information on the website, social media, email, and other media forms
- Working in a high-profile office learning procedures and terms
- Understanding business operations
- Independently developing content, communication, and social media to full fill the mission of an organization

What qualifications and skills are needed for this position?

We are looking for a highly organized and detail-oriented individual with excellent written and verbal communication skills. The ideal candidate will be proficient in content creation, website management, and social media marketing.

LC State is committed to providing equal employment opportunities and prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, political affiliation or belief, sex, national origin, genetics, or any other status protected under applicable federal, state, or local laws.

The Director of Human Resource Services has been designated to handle inquiries regarding non-discrimination policies and can be reached at 208-792-2269 (TTY 711) or at the Administration Building, Room 102, on LCSC's campus, 500 8th Avenue, Lewiston, Idaho, 83501.

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