



Policy Center Student Media Assistant Job Description

The Margaret Chase Smith Policy Center is seeking a student employee to contribute to its outreach efforts and public media presence via its website, social media, and printed publications. The student will work on communications initiatives related to the research and programmatic work of the Policy Center.

The student will assist Policy Center staff in creating effective internal and external communications which are non-partisan. The student will be responsible for producing a variety of content and outreach materials which may include: website copy, social media posts, feature stories, short videos, photos, interviews, infographics, news releases, posters and flyers.

Time: 10 hours/week

Job Duties:

- Update and maintain Policy Center website and social media channels (50%)
- Help identify narratives and create stories through writing, interview, photography and video which can be used on the Center website and social media (25%)
- Assist Center staff with creating new outreach materials in various media for targeted populations (students, general public, legislators etc.) (25%)

Required Knowledge and Skills:

- Strong English composition/writing skills
- Social media experience, knowledgeable about social media tools and platforms
- Experience with, or willingness to learn, WordPress
- Some experience with media, graphic, and/or visual design techniques.
- Ability to create and present informative and educational materials in a non-partisan manner
- Ability to work on tasks independently or with limited direct supervision
- Interest in public policy and willingness to learn about the Policy Center initiatives

Desired Knowledge and Skills:

- Proficiency in Adobe InDesign and Photoshop
- Proficiency with HTML and Wordpress
- Ability to produce and edit photos and video
- Familiarity with the structure and functions of government and the nonprofit sector
- Previous related experience in marketing or communications
- General comfort with computer applications and technology

To Apply: Please contact Susan D'Angelo at susan.dangelo@maine.edu or (207) 581-1648.