

Job Title: Communications & Outreach Intern
Closing Date: Position will remain open until filled
Salary: \$17 – \$20 / hr (DOQ)
Position Type: Part-Time / Temporary
Location: Omaha, NE

[Apply Now](#)

The **Metropolitan Area Planning Agency (MAPA)** seeks resumes from qualified individuals who are inspired by the potential of the Omaha/Council Bluffs metro and surrounding area. **Want to be part of a team to help shape our region's future?** Consider joining us by acting as the Communications & Outreach Intern. **This position is expected to work approximately twenty hours per week. Class schedules will be accommodated. Full time hours are available during academic breaks and summers upon request.** MAPA reserves the right to hire at an appropriate level. Resumes and applications will be accepted until the position is filled.

This internship plays a key role in supporting the efforts of the **Communications & Outreach Team**, and allows for a variety of learning and networking opportunities.

Learning Objectives:

We will adjust the duties of this role to meet the needs, skills and learning objectives of the individual selected for this position, but the C&O intern can expect to learn about the following during their time at MAPA:

- Outreach and public engagement
- Social media management
- Graphic design (Adobe Creative Suite)
- Contact and data management
- Writing for agency publications
- Website management (Wordpress)
- Common planning work products and the planning profession
- Government structures and local partners

Responsibilities Include:

- Create and distribute promotional and informational materials related to MAPA and the Heartland 2050 committees.
- Assist in planning and execution of meetings and special events i.e. Speaker Series, Annual Summit, Evening Receptions, and Annual Learning Site Visit.
- Support development of MAPA and Heartland 2050 social media.
- Provide assistance to the Art Director on design projects as requested.
- Assist in writing copy for agency publications, news releases, etc.



- Update the membership and contact database as needed.
- May perform other related duties as required and assigned.

Qualifications:

- Current student or recent graduate in Urban Studies, Communications, Planning, Public Administration, Public Relations or similar major preferred.
- Highly organized individual who takes pride and ownership of work.
- High attention to detail.
- Strong interpersonal communication skills.
- Ability to work well as a team member in an extremely collaborative environment
- Willingness to learn and openness to try new things.
- Ability to establish and maintain effective working relationships with elected and appointed officials, public and private agency employees, groups interested in planning, diverse populations, and the general public, as well as fellow employees.

About MAPA:

MAPA is the Council of Governments serving a six-county region (Cass, Douglas, Sarpy and Washington Counties in Nebraska and Mills and Pottawattamie Counties in Iowa). MAPA performs work related to planning, community development, and transportation and other issues of regional significance. Our purpose is to promote and preserve the quality of life for a more happy, healthy and vibrant region. As a forum for intergovernmental cooperation, we are positioned uniquely to fill in the gaps as connectors, facilitators, advisors, implementers, with a big picture vision and an everyday attention to detail. A career at MAPA is an opportunity to work in an interesting field and make a difference in the region for years to come.

MAPA is an Equal Opportunity Employer (EOE). In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.

More details on MAPA can be found at: mapacog.org and heartland2050.org

If you have any questions please contact: Christina Brownell | Director of Administration | Cbrownell@mapacog.org

