

POSITION AVAILABLE: COMMUNICATIONS AND OUTREACH INTERN

OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY (MAPA)

The Metropolitan Area Planning Agency (MAPA) seeks resumes from qualified individuals who are inspired by the future and what it could be and want to be part of a team to help shape it. Consider joining us by acting as the Communications & Outreach Intern.

This internship plays a key role in supporting the efforts of the Communications & Outreach Team. As a team member this position acts as the point of contact for Heartland 2050 (H2050) committees and workgroups. Creates and distributes promotional and informational materials. Assists in prep and execution of meetings, and special events. Manages social media accounts, and website updates. Works closely with the Graphic Design Specialist on design projects as requested. Collaborates with the team on agency related projects.

Responsibilities include:

1. Act as communications point of contact for Heartland 2050 committees and workgroups.
2. Create and distribute promotional and informational materials related to H2050 committees.
3. Assist in planning and execution of meetings and special events i.e. Speaker Series, Annual Summit, Evening Reception, and Annual Learning Site Visit.
4. In concert with MAPA's Information Officer and Community Relations Liaison, coordinate H2050 social media and maintain the website.
5. Provide assistance to the Graphics Design Specialist on design projects as requested.
6. Assist in writing copy for agency publications, news releases, etc.
7. Maintain membership and contact database.
8. May perform other related duties as required and assigned.

Qualifications:

1. Current student or recent graduate in Urban Studies, Communications, Planning, Public Administration, Public Relations or similar major preferred.
2. Flexibility and the willingness to respond quickly
3. Highly organized individual who takes pride and ownership of work.
4. High attention to detail.
5. Strong interpersonal communication skills.
6. Outgoing personality who enjoys working with/helping people.
7. Ability to work well as a team member in an extremely collaborative environment
8. Willingness to learn and openness to try new things
9. Strong writing skills and AP style preferred.
10. 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.
11. Skills in Adobe Creative Suite (InDesign, Illustrator), Zoom, (or other virtual platforms) MailChimp, and Wordpress. Google Apps for Business - preferred. Premiere Pro a plus.

MAPA staff are currently working remotely and are anticipated to do so in the near term. Necessary work equipment will be provided. The variety and breadth of this internship makes it desirable to span over the course of multiple semesters. This position is expected to work a minimum of twenty hours per week. Class schedules will be accommodated. Full time hours are available during academic breaks and summers upon request. Anticipated starting wage: \$13.00/hr. MAPA reserves the right to hire at an appropriate level. MAPA is an Equal Opportunity Employer (EOE). Resumes and applications will be accepted until position is filled. For more information on MAPA see our website www.mapacog.org.

[Apply Now!](#)

If you have any questions or concerns, please contact:

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