

## OMAHA-COUNCIL BLUFFS METROPOLITAN AREA PLANNING AGENCY (MAPA)

**Job Title:** Communications & Outreach Intern

**Closing Date:** Position will remain open until filled

**Salary:** \$16 - \$20 / hr (DOQ)

**Location:** Omaha, NE

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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 future? Consider joining us by acting as the Communications & Outreach Intern. **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.** 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. 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:**

- Act as communications point of contact for Heartland 2050 committees and workgroups.
- Create and distribute promotional and informational materials related to H2050 committees.
- Assist in planning and execution of meetings and special events i.e. Speaker Series, Annual Summit, Evening Reception, and Annual Learning Site Visit.
- In concert with MAPA's Information Officer and Community Relations Liaison, coordinate H2050 social media and maintain the website.
- Provide assistance to the Graphics Design Specialist on design projects as requested.
- Assist in writing copy for agency publications, news releases, etc.
- Maintain membership and contact database.
- 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.
- Flexibility and the willingness to respond quickly
- Highly organized individual who takes pride and ownership of work.
- High attention to detail.
- Strong interpersonal communication skills.
- Outgoing personality who enjoys working with/helping people.
- Ability to work well as a team member in an extremely collaborative environment
- Willingness to learn and openness to try new things
- Strong writing skills and AP style preferred.
- 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.
- 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 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. MAPA also serves as the Metropolitan Planning Organization (MPO), or Transportation Management Area (TMA) for Douglas and Sarpy Counties in Nebraska and the western-most portion of Pottawattamie County in Iowa. As an intern at MAPA, this position will have the

opportunity to help shape the future by working on core issues that impact the vibrancy of the Omaha-Council Bluffs metro area and its surrounding communities.

For more information on MAPA see our website [www.mapacog.org](http://www.mapacog.org). 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. For more information on MAPA see our website [www.mapacog.org](http://www.mapacog.org).

**APPLY NOW**

More details on MAPA can be found at: [mapacog.org](http://mapacog.org)

**If you have any questions please contact:** Christina Brownell | Director of Administration | [Cbrownell@mapacog.org](mailto:Cbrownell@mapacog.org)