

Community Engagement Project Intern

The WVPT Community Engagement department extends the impact of public broadcasting through a variety of media services, materials and collaborative activities designed to engage individuals and foster community by addressing issues of concern. Interns provide support for our community engagement initiatives and donor events.

Educational Benefits

Interns will learn how public television programming serves as a catalyst for community problem solving and change. Interns will receive experience in event coordination and facilitation, public speaking, database organization, writing, and day-to-day office operations. Students have an opportunity to work in a highly creative environment in one of the state's leading PBS stations.

Duties and Responsibilities

1. Assist with coordinating and facilitating community and donor events
2. Communicate with community partners
3. Contribute writing to website and newsletters
4. Maintain database and coordinate mailings
5. Organize and implement tabling at events
6. Maintain inventory of PBS & WVPT community engagement materials
7. Proofread submitted materials for department as needed
8. Set up and breakdown of events, distribute promotional materials, greet guests, and usher
9. Enter information collected from events into database
10. Coordinate and staff costume character appearances at events
11. Complete projects which contribute to intern's professional portfolio; topic(s) to be mutually agreed upon between the intern and supervisor
12. Take the initiative on assignments as needed
13. Assume personal and professional responsibility for actions and activities
14. Maintain professional relationships with staff, members, viewers and vendors
15. Work independently and collaboratively to accomplish responsibilities, goals and projects
16. Relate and apply knowledge acquired in the academic setting to the internship
17. Prepare for and utilize training opportunities offered by WVPT
18. Provide supervisor with periodic progress reports
19. Actively participating in weekly check-in meetings with supervisor
20. Actively participating in final internship evaluation meeting

Minimum Qualifications

1. High School diploma or GED
2. Current enrollment at an institution of higher learning, such as college, community college or vocational school
3. Current enrollment in a program that leads to a degree; certificate or diploma programs are not eligible.
4. Minimum 2.5 GPA. Transcripts to be provided prior to start of internship.
5. Receiving school credit for this internship is strongly preferred
6. Experience with Microsoft Word and Excel

7. Excellent writing and verbal communication skills
 8. Ability to work independently as well as part of a team
 9. Interest in public television, community engagement, and/or event coordination
 10. Customer service experience preferred
 11. Experience with digital media/storytelling, a plus
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