



City of Milpitas

We invite applications for the position of: Communications Intern (City Manager's Office)

Salary Range: \$13.50 - \$21.60 hourly
Post Date: April 29, 2019
Close Date: **May 10, 2019, by 5:00 PM**

Why Milpitas?

Located at the southern end of San Francisco Bay, Milpitas is a progressive community that is an integral part of Silicon Valley. As a full-service city of 389 full-time employees with water utility, sewer utility, police and fire services, Milpitas serves a diverse population of nearly 80,000. The city has an annual \$191 million operating budget and a \$315 million capital improvements budget.

Milpitas is the eighth-fastest growing city in the United States according to the US Census, and the second-fastest in California. It has the third highest job growth among the 515 qualifying cities rated by Wallet Hub. The homeownership rate is close to 70%, and the Milpitas housing market remains relatively affordable in Santa Clara County. Milpitas is often called the "Crossroads of Silicon Valley" with most of its 14 square miles situated between two major freeways (I-880 and I-680), Route 237, and a County expressway. In June 2018, Livability Magazine ranked Milpitas fifth by out of more than 2,000 American cities for "[Best Cities for STEM Workers.](#)"

We encourage you to check us out at: <http://www.ci.milpitas.ca.gov/>

The Opportunity

The City of Milpitas wants a responsible, motivated and creative individual to join the City Manager's Office as Communications Intern. The intern will assist with the graphic design for promotional items, as well as video production and editing.

This is a part-time, temporary position with responsibility to work up to 20 hours per week.

What You Will Do

Duties may include, but are not limited to the following:

The Communications Intern will assist with the design of a wide variety of pieces that promote, support, and inform the public of the City's policy priorities, initiatives, and events. Work may include producing video content, print fliers, event programs, official reports, presentations, infographics, customized images for print, web and social media content, as well as other types of publications.

Experience and Education

Currently enrolled students in an undergraduate or graduate program with major coursework in Web Design, Graphic Design, Marketing, Communications, Technology, or a related field. Proof of enrollment required.

Highly Desirables



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- Proficiency in all of the basic functions with Adobe InDesign, Photoshop, Illustrator.
 - Experience with videography and video editing software.
 - Experience creating and integrating complex design elements into Power Point presentation.
 - Photography skills that can support the production of brochures and newsletters.
 - Strong verbal and written communication skills, with strong proofreading skills.
 - Ability to effectively prioritize and manage a varying workload
 - Ability to be self-directed, but also to build a strong collaborative relationships as a member of a work team.

Selection Process

Applicants whose qualifications best meet our current needs will be invited to participate in the selection process that may consist of an oral interview. Meeting the minimum requirements listed in this job description does not guarantee advancement in subsequent phases of the selection process.

To Apply

Submit application and resume online at www.calopps.org or to the Human Resources Department, City of Milpitas, 455 E. Calaveras Blvd, Milpitas, CA 95035, (408) 586-3090.

The City reserves the right to close or re-open the recruitment at any time. Incomplete and/or inaccurate application materials may result in disqualification from the recruitment process.

Candidates will receive all communications by email regarding the recruitment process, which includes, but is not limited to, application status, interviews, and recruitment updates. If you require alternate communications, please contact Human Resources at (408) 586-3090.

Benefits

This position does not offer benefits and is not represented under any of the City's bargaining units.

The City of Milpitas is an Equal Opportunity/ADA employer. Reasonable accommodation in the application, examination, and selection process will be made upon request to Human Resources at (408) 586-3090.

The information contained in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.