

INTERNSHIP OPPORTUNITY



COMMUNICATIONS AND ENGAGEMENT INTERN

Temporary | Part-Time | Up to 30 hours per week

Limited Benefits

\$21.20 - \$32.89 per hour, DOE/DOQ

See full job description [HERE](#)



ABOUT THE CITY

The City of San Rafael is focused on enhancing our community members' quality of life through well-designed services and a positive workplace culture. San Rafael is the economic and cultural heart of Marin County, and its high quality of life is centered on its commercial districts, engaged neighborhoods, active lifestyle, and natural environment.

With a population of approximately 60,000, San Rafael is a full-service city with a City Council and City Manager form of government with 12 departments, more than 400 employees, and an annual budget in fiscal year 2024-2025 of approximately \$180 million.

The City's vision is to be a vibrant economic and cultural center reflective of its diversity!



TOGETHER SAN RAFAEL

OUR VISION... where do we want to go
A citywide effort to improve service delivery
and make San Rafael a great place to work.

OUR MISSION... how do we get there
Bring together all City Employees to create,
implement, and celebrate innovative solutions to
organizational and community challenges.

Together San Rafael Guiding Principles:

Together in Service:

Foster teamwork by collaborating across departments and recognizing the value of diverse perspectives. Help others succeed by creating a supportive environment and always assuming positive intent in interactions.

Reimagine the Status Quo:

Challenge norms by asking “why” and testing creative ideas to innovate and improve service delivery. Remember, just because we’ve always done something one way doesn’t mean we should continue; think outside the box.

Start with Community Needs:

Cultivate trust and design services with the community in mind. Convene and co-create solutions to better understand and address the needs of those we serve.

Practice Openness:

Advocate for transparent, open communication while remaining curious and adaptable. Embrace change to enhance service delivery and drive improvement.

Find Something to Say Yes To:

Encourage a positive and solution-oriented approach by taking risks and trying new approaches to solve problems. Embrace creativity and positivity to deliver exceptional customer experiences.

Be Mindful:

Every interaction creates a meaningful story, stressing the importance of being considerate and thoughtful in actions and decisions. Serve with integrity and honor our role in responsibly managing public resources.

THE DEPARTMENT

The San Rafael Fire Department is an all-risk fire agency with 69 highly trained operational firefighters providing services in firefighting, Advanced Life Support (ALS) response, ambulance transport, technical rescue, hazardous material response, disaster response, fire prevention, and community preparedness. We are dedicated to delivering the highest level of emergency service to our community—professional, compassionate, predictable, consistent, and sustainable.



THE POSITION



This is a part-time/temporary position limited to 1,000 hours worked within a fiscal year (July 1 through June 30) that receives NO City benefits. This position will work up to 30 hours per week (days/hours may vary)

The Communications and Engagement Intern will assist with day-to-day communications, digital content, and public engagement initiatives. This temporary, part-time role is ideal for individuals interested in learning more about local government and public communications.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist in designing, writing, and editing content for a variety of communications platforms including websites, social media, e-newsletters, flyers, presentations, and press materials.
- Help document Department programs and events through photography, videography, and brief interviews.
- Support the development and scheduling of social media content across platforms like Facebook, Instagram, and Nextdoor.
- Help maintain and update the Department's website and digital newsletters.
- Contribute to internet content calendars and project trackers.
- Participate in community outreach efforts, including tabling at events, supporting public meetings, and gathering community feedback.
- Track analytics and metrics from newsletters, social media platforms, and web traffic; monitor media coverage and social media engagement; compile analytics reports to inform communication strategies.
- Support translation coordination and multilingual content production, if bi-lingual (Spanish-English) skills are present.

COMPENSATION

Salary Range: \$21.20 - \$32.89 per hour DOQ/DOE

The **Communications and Engagement Intern** is a Part-Time position under the [Temp/Seasonal Salary Resolution](#) (Paraprofessional Temp).

BENEFITS

- Participation in a retirement plan is mandated by Federal Law, and employees will be enrolled in the Public Agency Retirement System (PARS): PARS retirement: Employer contribution of 3.75% and employee contribution of 3.75%.
- Sick Leave in accordance with California's Paid Sick Leave Law (AB 1522).



HOW TO APPLY



SCAN ME

or

[APPLY ON
CALOPPS](#)

[click here](#)



APPLY BY SUNDAY, OCTOBER 26, 2025

Applications reviewed on a rolling basis

INTERVIEW SCHEDULE -

Wednesday, October 29 or Thursday, October 30

First panel interviews. In person preferred.

Week of November 3 - Finalist interviews. In person.

Please plan your schedule accordingly.

Questions? Contact rhonda.castellucci@cityofsanrafael.org