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SACRAMENTO COUNTY
DEPARTMENT OF

Health & Human Services

MEDIA ASSISTANT VOLUNTEER/INTERNSHIP POSITION

Media Assistant: Assistant to the Dept. of Health and Human Services Communication & Media Officer.

The Position: The main assignments include editing articles submitted and interviewing department staff in various divisions on articles to be published in the weekly department on-line news –the Pulse. Volunteer/intern may also assist in covering special events, taking photos, organizing events, scheduling, learning and using various softwares to produce videos, and other various tasks.

Location: 7001-A East Parkway, Suite 1000, Sacramento, CA 95823

Hours: Four to eight hours per week, Monday to Friday during 8:00 a.m. to 4:00 p.m., flexible schedule.

Minimum

Qualifications: Great internship opportunity for students with a major in English or Communication. Great communication and writing skills are essential. Experiences in editing and news letter will be helpful. Familiar with Microsoft Word, Publisher, PowerPoint and enjoy working with people, eager to learn software on producing videos and taking photos. Must have valid driver's license and be able to pass background check.

Benefits: Gain experience in public services and media communication field. An evaluation and work reference can be provided upon request and successful completion of the volunteer assignment. A \$3:00 daily stipend is also provided for travel to and from the volunteer site (depends on funding availability).

To Apply: Complete a Volunteer Application or contact the Volunteer Services Office at 875-2027 for an application. Positions depend on availabilities.

Questions? Contact Tammy Liu, Volunteer/Student Intern Coordinator, DHHS, 875-2027

For additional information on this or other volunteer opportunities with the department, please visit our website at <http://www.sacdhhs.com> or call our Volunteer & Student Intern Services Office at (916) 875-2027.

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