
King County Council District 3

Data and Communications Intern (*Part-time through Dec. 31*)



About the King County Council:

The Metropolitan King County Council oversees the 2nd largest government and the most populous county in WA State. With over 2.25 million residents, King County is the 13th largest county in the United States in terms of population. King County provides an array of regional services, including public health, Metro transit, wastewater treatment, solid waste, community and human services, and criminal justice and is the local government for the roughly 250,000 people living in unincorporated King County.

Councilmember Sarah Perry represents the 3rd District, which includes 77,000 unincorporated residents, as well as residents in the cities and surrounding areas of Issaquah, Sammamish, Redmond, Woodinville, Bothell, Duvall, Carnation, Preston, Fall City, Snoqualmie, North Bend, Snoqualmie Pass and Skykomish.

Position Description:

The Office of King County Councilmember Sarah Perry is seeking a passionate Data and Communications Intern. This is an opportunity for you to be a part of an innovative team and get real-world experience working in government! The District 3 Data and Communications Intern will work with Councilmember Perry and all members of the D3 staff. In this role, you will be primarily responsible for data entry, analysis, and presentation; preparation of professional and high-quality material for social media platforms; assistance with newsletter, email, and text communications; and attendance at events and meetings in the community as needed with Councilmember Perry and staff to assist in acquiring information, photographs, and other materials relevant to e-newsletter and social media content.

Job Responsibilities:

- **Data Entry, Analysis, and Presentation (60% = avg. 9 hours per week)**
 - Prepare, compile and sort hard-copy survey documents for data entry into online survey platform, verifying and correcting data where necessary
 - Review survey results and analyze the data using survey analysis methodologies
 - Apply both quantitative methods and creativity to translate data into actionable insights by understanding data scopes and recognizing patterns
 - Communicate findings to the team in a presentation and create shareable materials
 - Convert all received emails, phone numbers, names, and addresses into our platform
- **Social Media and District Engagement (30% = avg. 4.5 hours per week)**
 - Implement a social media outreach plan using Hootsuite and create posts on Facebook, Twitter, and Tik Tok using info/media as directed by CM Perry and staff
 - Compile links to relevant articles, photos, videos, and more in an organized database
 - Design digital and print materials for CM Perry to use in meetings and events, including but not limited to PPT presentations, flyers, one-pagers, social media graphics, etc.
 - Occasionally attend outings in the community to assist in gathering information/photos
- **Newsletter, Email, and Text Communications (10% = avg. 1.5 hours per week)**
 - Support Communications Manager with drafting and sending the monthly newsletter, regular constituent email communications, and text message campaigns across D3

Our Ideal Candidate Will Have:

- Passion and expertise in data, and an understanding of digital trends and technologies
- Strong, professional written, verbal and media communication skills
- Ability to learn quickly, ask questions, and utilize new information to achieve successful completion of work on a tight timeline
- Ability and willingness to work on multiple tasks and assignments while maintaining attention to detail, and the ability to be flexible with changing demands
- Well-developed knowledge of the English language to prepare clear, concise, professional, and persuasive reports suitable for public consumption
- Highest standards of integrity, ethics, professionalism, discretion, and confidentiality
- College student, recent graduate, or candidate with comparable experience, with a strong interest in data, public relations and politics
- Desire to build knowledge of local civic engagement & establish skills in communications
- Availability to work 12-15 hours/week in a hybrid role requiring consistent in person presence

King County Council is committed to upholding and promoting equal opportunity in employment. The Council encourages people of all backgrounds, cultures and religions to apply, including veterans, people of color, immigrants, refugees, women, LGBTQ, and people with disabilities. We value diversity and strive to hire a workforce that reflects the community that we serve. We believe a diverse workforce is a strong workforce.

Covid-19 Vaccination Requirement: All Legislative Branch staff must be fully vaccinated against COVID-19. If hired, you will be required to submit proof of vaccination before hire. People are considered fully vaccinated two weeks after their second dose in a two-dose series or two weeks after a single-dose vaccine. Employees may make requests for a reasonable accommodation based on a medical disability or for sincerely held religious beliefs. Philosophical, political, scientific, or sociological objections to vaccination will not be considered for an exemption or accommodation.

Anticipated Time Commitment and Supervision: 12-15 hours per week through December 31st, 2022, with potential for extension in 2023. Work will be done both in the office (King County Courthouse in Seattle) and remotely, along with attending events/meetings as needed or appropriate with the Councilmember. The intern will report directly to the D3 Chief of Staff, Libby Hollingshead, and work directly with the D3 Communications and Community Engagement Manager, Osman Salahuddin.

COMPENSATION AND HOW TO APPLY: This position is open to all qualified candidates. This intern will be compensated \$20/hour. To apply, please send required application materials to Osman Salahuddin at Osman.salahuddin@kingcounty.gov with the subject line Application for Intern: D3. The position is open until filled; however, early applications are encouraged, and priority is given if applications are received by Sunday, Oct. 16th, by 5:00 PM PST. Questions? Osman.salahuddin@kingcounty.gov or 206-507-9860.

APPLICATION MATERIALS REQUIRED:

- Resume and Cover Letter highlighting what makes you qualified for this position
- List of 3 references available to contact, including email, phone number, and relationship to you

NOTE: Failure to submit all required forms and materials may prohibit further consideration.