**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>INTERN – PUBLIC RELATIONS AND EDITORIAL</th>
<th>Revision Date:</th>
<th>July 18, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Code:</td>
<td></td>
<td>FLSA:</td>
<td>Non Exempt</td>
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<tr>
<td>Salary Plan:</td>
<td>Support</td>
<td>Revised By:</td>
<td>Mindi Ellis</td>
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<td>Pay Grade:</td>
<td>SCH006</td>
<td>Comp Reviewed By:</td>
<td></td>
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<tr>
<td>Funding Source:</td>
<td>Local</td>
<td>Duration; # of months</td>
<td>Please select from list.</td>
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<td>Work Location:</td>
<td>(1) Primarily works at Bransford Office Campus</td>
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**Job Summary (2-3 sentences describing job purpose):** Seeking a flexible, adaptable, high-energy Intern who can serve as a media and editorial intern. Role will include basic public relations tasks with a specific need for strong copy editor, proofreader and writer for the Metro Nashville Public Schools Communications Office. Among the many types of content you may touch are press releases, blog posts, social media postings, infographics, internal memos, executive briefings, media pitches, content-area presentations, long-form narrative content, annual reports and email communications. You will work with multiple stakeholders to ensure written content is accurate, tight, engaging, high-quality and on-message. To succeed in this job, you’ll need to be an equally strong copy editor, proofreader, editor and writer.

**Reports to:** Executive Officer of Communications

**Department Name:** Communications & Community Engagement

**Primary Job Duties/Responsibilities:** List, in the order of importance or time spent, the essential duties/tasks performed by the position. This is not an exhaustive list and employees may be assigned additional duties by management as required.

| Job Duty/Resp. 1: | Act as a strong copy editor, proofreader and writer for the Metro Nashville Public Schools Communications Office. |
| Job Duty/Resp. 2: | Demonstrate basic understanding of principles of PR and support the external communications function of the office. |
| Job Duty/Resp. 3: | Participate in brainstorms, problem-solving and issues response activities. Support District announcements and launches to possibly include, but not limited to, event planning, media relations, community and stakeholder engagement and use social media as tools to monitor for coverage, report on industry trends. |
| Job Duty/Resp. 4: | Identify and analyze media coverage across print, broadcast and online resources; assist with monitoring media coverage. Support media relations efforts, including developing media lists, creating coverage reports and pitching media under the direction of the supervisor. |

Instructions: Fill in all blanks and dropdowns. Kronos access questions must be completed for payroll.

**Education and Experience Requirements**
**Education** (training/degree): Required minimum: Enrolled in accredited university or college and in good standing with academic programming

**Experience Requirements:** Letter of recommendation from at least one faculty advisor at college or university.

**Licenses, Certifications or Registrations Required:**

**Skills Required:** Able to effectively manage completion of multitude of simultaneous projects, self-starter, committed to excellence.

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### General Skills, Responsibilities, Requirements, and Impacts

**Data Responsibility:**
Level 4: Compiles, examines, or evaluates data or information and possibly recommends action based on results.

**People Responsibility:**
Level 1: Follows instructions of supervisor.

**Assets Responsibility:**
Level 1: Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

**Mathematical Requirements:**
Level 2: Uses addition, subtraction, multiplication, and division; may compute ratios, rates, and percentages.

**Communications Requirements:**
Level 4: Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

**Complexity of Work:**
Level 3: Performs semi-routine work involving set procedures and rules, but with frequent problems; requires normal attention with short periods of concentration for accurate results or occasional exposure to unusual pressure.

**Impact of Decisions:**
Level 1: Makes decisions with very minor impact - affects only the individual.

**Equipment Usage (if applicable):**
N/A

**Safety of Others:**
Level 1: Requires no responsibility for the safety and health of others.

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### ADA Requirements/Compliance

**Physical Demands:**
Level 1: Requires sedentary work involving sitting almost all of the time, and little or no physical effort or dexterity.

**Additional requirements:** Click here to enter text.

**Unavoidable Hazards:**
Level 1: The position is exposed to no unusual environmental hazards

**Sensory Requirements:**
Level 1: The position requires normal visual acuity and field of vision, hearing, and speaking.

Human Resources Division, Compensation
Revised 8/14/2017
Kronos Set Up Data:

**Meal Deduction** – Most Bransford office and district level employee have a meal deduction. They are scheduled 8.5 hours per day and get an hour lunch. Itinerants and retirees get a 30 minute lunch period and therefore do not have a meal deduction. All school based employees will not have a meal deduction. **Auto Meal Deduction**

**Travel** – Itinerant non-exempt employees who travel will be using the time clock differently than others and are paid for travel time between work locations. **Employee does not or seldom travels**

**Compensatory Time vs. Overtime (Support Non-Exempt Employees only)** – Does this department have overtime budgeted, i.e. Maintenance, Transportation, Food Service. If not, employees accrue comp time only. **Department can pay overtime when earned**

**Restrictions** – Should employee be restricted to punch in and out within 7 minutes of their schedule start and end times? **No, Do not restrict punches**

**Employee Type** – Clock, phone, supervisor, etc. **Supervisor**

**Timekeeper** – Is the employee a timekeeper? **No**

Metropolitan Nashville Public Schools is an Equal Opportunity Employer. ADA requires MNPS to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.