

Government of the District of Columbia
ADVISORY NEIGHBORHOOD COMMISSION 3F
Van Ness • North Cleveland Park • Wakefield • Forest Hills

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3F03 – Dipali Mehta
3F04 – Stan Wall, Treasurer
3F05 – Claudette David, Chair
3F06 – Monika Nemeth
3F07 – James Tandaric, Secretary



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www.anc3f.com

ANC3F Communications Intern

(Part-Time, Remote, through 12/31/22)

You Are The Ideal Candidate If

ANC 3F is looking for a part-time Communications Intern through December 31, 2022 to aid in effective communication to the community. Much of this work helps connect community members with the ANC, including individual Commissioners and as needed, other DC agencies and elected officials (primarily the Ward 3 Council member and her/his/their staff). The ideal person for the job will have excellent writing, social media, and marketing design skills. He/she will have previous experience working in a political environment. He/she is excited about civic engagement and helping to provide support to Commissioners and the local community.

Position Responsibilities

Social Media and Communications Management

- Day-to-day care, feeding, and development of ANC accounts on established platforms (LinkedIn, Twitter, Facebook, Instagram, and YouTube)
- Implementing principle of graphic design
- Developing, writing, editing and distributing ANC3F's monthly e-newsletter
- Update website information (i.e. change in Commissioners, Committee members, etc)
- Manage editing, approval, and scheduling of all posts for all platforms
- Administrate the creation and publishing of relevant, original, high-quality content (for all channels and ads)
- Work collaboratively with Commissioners to develop, implement and manage ANC3F's social media strategy
- Managing ANC 3F online communities to ensure respectful and appropriate engagement
- Analyzing data to determine whether social media campaigns have achieved their objectives
- Ability to deliver creative content (text, image and video)
- Understanding of search engine optimization (SEO), keyword research and Google Analytics

Basic Qualifications (2-3 years of relevant experience in the following:

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- Exceptional written and verbal communication skills
- Social media marketing experience, including strategy, planning, executing, and analyzing paid social media campaigns

- Expertise across major social platforms. Including: LinkedIn, Facebook, Instagram, Twitter, YouTube, Pinterest, Snapchat, TikTok, etc.
- Experience creating flyers
- Experience managing websites.

Preferred qualifications

- Can demonstrate a portfolio of social or digital media campaigns and messaging
- Proven ability to influence and communicate effectively with a wide range of constituencies, including governmental officials and senior executives
- Editorial experience, ideally with a digital publisher
- 2-3+ years of experience
- Bachelor's degree in marketing, business, communications, journalism or relevant field of study
- Track record of driving adoption of new ideas and concepts, and pioneering new approaches within your team or company
- Ability to manage a website.

Terms of Employment:

The internship is a short-term part-time position, 20 hours per week, \$2,000 per month, now through December 31, 2022. The position does not include health benefits. Please send a cover letter and resume to commissioners@anc3f.com. Please add your name and position in the subject heading of your email. The position will remain open until filled.