



JOURNALISM INTERNSHIP DESCRIPTION

Are you a student interested in building real-world journalism and communication experience while supporting your downtown community? The Hammond Downtown Development District is seeking Journalism Interns for the Summer 2024 and Fall 2024 semesters. We're looking for an organized and driven candidate with a passion for Downtown Hammond.*

Basic Function: The Hammond Downtown Development District Journalism Intern will assist the Executive Director in the day-to-day planning, logistics and implementation of the DDD's public events; as well as the creation and execution of the DDD's communication plan.

Reports To: Hammond DDD Executive Director

Duties and Responsibilities:

- Leading the writing of digital newsletter, *The Hammond Downtowner*
- Research all relevant information to prepare article
- Create article schedule for semester
- Coordinate communication for interviews for articles
- Package articles with images and/or graphics for website, newsletter and social media distribution
- Required attendance at all DDD events
- Basic office duties, such as: answering phones, filing, running errands, data entry, etc.
- Other duties as assigned

Minimum Qualifications:

- High School diploma or GED equivalent.
- Student must be performing work/gaining knowledge in their field of study while earning credit toward their college degree.
- Possess strong communication skills (verbal/written/technical).
- Must have reliable transportation to travel to various locations as requested.
- Must maintain a valid driver's license and auto insurance

Preferred Qualifications:

- Journalism, Communication, Public Relations, Marketing, or similar major preferred
- Highly organized, communicative, and punctual
- Experience with Adobe Creative Suite, Canva, MailChimp, Microsoft Office, etc.
- Ability to work independently
- Strong research and writing skills
- Previous experience writing SEO friendly content

What You Can Gain From This Experience:

- Letters of recommendation
- Knowledge and execution of work plans & concepts
- Real-life journalism, customer service, and planning skills
- Hands-on involvement in the execution of Louisiana's most popular events
- Networking/mentorship opportunities with local business owners & community leaders

To Apply: Email samples of your work, resume & cover letter to Michelle Kendall at downtownhammond@gmail.com. Please include availability/expected hours in cover letter.

Summer 2024 Term Dates: May 13 - July 31, 2024

Fall 2024 Term Dates: August 19 - December 6, 2024

****The internship described above is an unpaid position.***