This internship will support implementation of outreach and communications efforts for the new Department of Children, Youth, and Families. The DCYF will restructure how the state serves at-risk children and youth with the goal of producing better outcomes in all Washington communities. To learn more about this new state agency and our year of transition work, visit www.dcyf.wa.gov.

This internship is for 10 – 15 hours a week, located primarily in Pioneer Square at a State of Washington co-working space. Some remote work and travel for meetings may be necessary, but transportation will be provided for off-site meetings. No prior experience with the online tools listed below is necessary, but a willingness to learn quickly is essential, as is flexibility and a positive attitude. Strong writing skills and clear, open communication are also needed. Space will be made for the intern’s personal learning goals and interests regarding the work of the Department of Children, Youth, and Families.

The internship manager is a CEP alumna and will work with the student and the program to ensure the internship meets any requirements or goals necessary.

Tasks include:

* Contributing to efforts of the DCYF transition outreach and communications team. This team is tasked with ongoing outreach and communication efforts through the period of the new agency’s transition – up until July 1, 2018. Activities include digital outreach (see below), community and staff in-person outreach events, and interagency coordination on messaging and media.
* Content maintenance of the new MailChimp account, the agency’s interim email newsletter platform. Includes data entry, preparation of newsletters, and tracking of newsletter stats.
* Content maintenance of DCYF interim website. Includes posting materials and updating content as necessary. <http://www.dcyf.wa.gov>
* Content creation and maintenance for the DCYF blog on the platform Medium. <https://medium.com/department-of-children-youth-and-families>
* Media tracking for DCYF. Includes regular search of various media outlets for news and articles about DCYF.
* Organization and maintenance of the DCYF communications inbox. Includes tracking incoming messages, evaluating content for themes, supporting the drafting of responses, and ensuring coordination between other digital platforms.
* Attending community forums and staff meetings with the new Secretary of DCYF, Ross Hunter, to listen and document content and tone of meetings, and assist in facilitation of events.