**Communications Intern**

Job Description

The College of Natural Sciences & Mathematics Communications Intern will work with the Communications & PR Coordinator, the Operations Officer, and various faculty and staff to monitor and assist with posting on all of CNSM’s social media channels:

1. Facebook
2. Instagram
3. Twitter
4. LinkedIn

When making posts, the communications intern will work to be sure the content is in line with college and university guidelines. They will engage and maintain positive relationships with appropriate accounts (e.g. the CSULB accounts, other CSULB college accounts, CSULB clubs and organization accounts, similar accounts outside of CSULB, etc.)

The communications intern will be expected to track social media trends, help develop and utilize appropriate hashtags, and engage frequently to maximize exposure.

In addition, the communications intern will be expected to write articles for the CNSM website. These articles will either be linked to social media posts as part of a campaign, or will be independent of social media.

The communications intern will create content on a regular basis with the help of college faculty and staff. This content includes, but is not limited to:

1. Photos
2. Graphics
3. Interactive Prompts on Social Media
4. Videos
5. Recurring Campaigns

The communications intern will maintain a regular and dynamic content calendar with the help of the Communications & PR Coordinator.

The intern will work with the Site Supervisor (Communications & PR Coordinator), the Operations Officer, and, on occasion, the Strategic Communications Office in the event of an emergency or university-wide messaging campaign on social media.

This position will be entirely remote with video and telephone check-ins via Zoom.

Please send your resume and one writing sample (preferably a brief article or blog post) to [allie.puz@csulb.edu](mailto:allie.puz@csulb.edu).

Allie Puz is a Long Beach native who works as the Communications & PR Coordinator for CNSM.

She has more than 9 years of experience in areas including public relations, crisis management, marketing, communications, technical writing, and design in private industry. She is an alumna of CSULB with a B.A. in Journalism/Public Relations and a minor in Marketing, as well as a professional certification in Ghostwriting.

Her professional background in medical device technology combined with experience with the destructive powers of addiction have inspired her to ghostwrite on the addiction treatment industry. Some of those written pieces have been featured in congressional presentations for the Affordable Care Act, and other pieces of legislation, in the New York Times, and in white papers analyzing the way we interact with and treat substance use disorders.