

Communications Intern (Communications Consultant 1)



Salary

\$18.51 - \$24.61 Hourly

Location

Spokane County – Spokane, WA

Job Type

Part Time - Non-Permanent

Remote Employment

Flexible/Hybrid

Job Number

2024-CT259-06028

Department

Dept. of Ecology

Division

Communications

Opening Date

05/20/2024

Closing Date

Continuous

- DESCRIPTION
- BENEFITS
- QUESTIONS

Description





Keeping Washington Clean and Evergreen

The Communications Program is looking for a talented **Communications Intern (Communications Consultant 1)** to support internal and external communications. This position is located in our Eastern Regional Office in [Spokane, WA](#). Upon hire, you must live within a commutable distance from the duty station.

The Communications Program's mission is to provide clear, accurate and timely communications to explain the work Ecology does, why it matters, and the science behind it. Our team supports and advises Ecology leadership and programs to help address some of the toughest environmental challenges of our time.

In this role, you will support the Regional Communications team by preparing accessible, engaging, and effective written and visual content, web and social media content, and news media material. You will work to improve outreach materials, support Environmental Justice initiatives, and bring creative and fresh ideas to the team.

Tele-work options for this position: This position will have flexibility of a hybrid schedule, empowering work from home and office, providing less time in traffic and shrinking your carbon footprint. This position will be eligible for up to an 80% tele-work schedule. Applicants with questions about position location options, tele-work, and flexible or compressed schedules are encouraged to reach out to the contact person listed below in "other information." Schedules are dependent upon position needs and are subject to change.

Application Timeline: This position will remain open until filled; we will review applications on June 5, 2024. In order to be considered, please submit an application on or before **June 4, 2024**. If your application isn't received by this date, it may not be considered. The agency reserves the right to make a Hire any time after the initial screening date.

Ecology employees may be eligible for the following:

[Medical/Dental/Vision for employee & dependent\(s\)](#), [Public Employees Retirement System \(PERS\)](#), [Vacation, Sick, and other Leave*](#), [11 Paid Holidays per year*](#), [Public Service Loan Forgiveness](#), [Tuition Waiver](#), [Long Term Disability & Life Insurance](#), [Deferred Compensation Programs](#), [Dependent Care Assistance Program \(DCAP\)](#), [Flexible Spending Arrangement \(FSA\)](#), [Employee Assistance Program](#), [Commuter Trip Reduction Incentives](#) ([Download PDF reader](#)), [Combined](#)

[Fund Drive, SmartHealth](#) *[Click here for more information](#)

About the Department of Ecology

Protecting Washington State's environment for current and future generations is what we do every day at Ecology. We are a culture that is invested in making a difference. Join a team that is highly effective and collaborative, with leadership that embraces the value of people. To learn more, check out our [Strategic Plan](#).

Ecology cares deeply about employee wellness; we go beyond traditional benefits, proudly offering:

- A healthy life/work balance by offering flexible schedules and telework options for most positions.
- An Infants at Work Program that is based on the long-term health values of infant-parent bonding and breastfeeding newborns.
- Continuous growth and development opportunities.
- A wellness program that offers education, fitness classes, and an agency-wide fondness for outdoor meetings.
- Opportunities to serve your community and make an impact through meaningful work.

Our commitment to DEIR

Diversity, equity, inclusion, and respect (DEIR) are core values central to Ecology's work. We strive to be a workplace where we are esteemed for sharing our authentic identities, while advancing our individual professional goals and collaborating to protect, preserve, and enhance the environment for current and future generations.

Diversity: We celebrate and appreciate diversity; our unique perspectives and abilities enrich us all and lead to innovative approaches and solutions.

Equity: We champion equity, recognizing that each of us need different things to thrive.

Inclusion: We intentionally create and hold space so that we all have meaningful opportunities to participate and contribute to Ecology's work.

Respect: We treat each other with respect and dignity, acknowledging the inherent worth of our diverse perspectives and lived experiences, even in times of uncertainty and disagreement.

We believe that DEIR is both a goal and an action. We are on a journey, honoring our shared humanity and taking steps to demonstrate our commitment to a vision

where each of us is heard, seen, and valued.

Duties



Reasons to apply to this position:

This newly created position aims to provide a hands-on introduction to Ecology and professional communications. It will also provide a pathway for those that might not see themselves working in a science-based government agency. If you are eager to learn, we encourage you to apply!

What you will do:

- Help improve written and visual resources for use in agency communication and outreach materials.
- Support internal and external communications.
- Support document accessibility.
- Support environmental justice priorities.
- Learn how professional communications work in a government agency.

Qualifications

Required Qualifications:

Experience for both required and desired qualifications can be gained through

various combinations of formal professional employment, educational and volunteer experience. See below for how you may qualify.

Four years of experience and/or education involving a combination of the below:

Experience:

- Creating communications and outreach products
- Gathering information, writing, editing, and proofreading written materials and information
- Photography and/or videography
- Translating complex information into easy-to-understand information
- Creating stories for the web, social media, media, and other internal and external audiences
- Sharing information with diverse communities
- Organizing, promoting, hosting or attending community events, gatherings or meetings
- Work in an office setting

Education: in journalism, communications, public relations, news media, digital/social media, English, marketing, humanities, or closely allied field.

All experience and education combinations that meet the requirements for this position:

Possible Combinations	College credit hours or degree per above	Years of required experience as described above
Combination 1	No college credit hours or degree	4 years of experience
Combination 2	30-59 semester or 45-89 quarter credits.	3 years of experience
Combination 3	60-89 semester or 90-134 quarter credits (AA degree).	2 years of experience
Combination 4	90-119 semester or 135-179 quarter credits.	1 years of experience
Combination 5	A Bachelor's Degree or above	No experience

Desired Qualifications:

We highly encourage you to apply even if you do not have some (or all) of the desired experience below.

Interest in digital and visual communications, web work, social media work, public

engagement and interacting with news media.

Note: Having some (or all) of this desired experience may make your application more competitive in a highly competitive applicant pool.

Supplemental Information

Ecology seeks diverse applicants: We view diversity, equity, inclusion, and respect through a broad lens including race, ethnicity, class, age, religion, sexual orientation, gender identity, immigration status, military background, language, education, life experience, physical disability, neurodiversity, and intersectional identities. Qualified candidates from all backgrounds are encouraged to apply.

Need an Accommodation in the application and/or screening process or this job announcement in an alternative format?

- Please call: (360) 407-6186 or email: careers@ecy.wa.gov and we will be happy to assist.
- If you are deaf or hard of hearing you can reach the Washington Relay Service by dialing 7-1-1 or 1-800-833-6388.
- If you need assistance applying for this job, please e-mail careers@ecy.wa.gov. Please do not send an email to this address to follow-up on the status of your application. You can view the latest status of your application on your profile's main page.
- If you are reading this announcement in print format, please enter the following URL to your search engine to apply: <https://ecology.wa.gov/About-us/Get-to-know-us/Jobs-at-Ecology>.

Application Instructions:

It's in the applicant's best interest to submit all of the documents listed below. Applications without these documents may be declined.

- A cover letter describing why you are interested in this position.
- A resume outlining your experience and education (if applicable) as it relates to the minimum qualifications of this position.
- Three professional references.
- Two writing samples you created.

Please do NOT include your salary history. Wage/salary depends on qualifications

or rules of promotion, if applicable.

For Your Privacy:

When attaching documents to your application (such as Resume, Cover Letter, Transcripts, DD-214, etc.):

- Please be sure to remove private information such as your social security number, date of birth, etc.
- Do not attach documents that are password-protected, as these documents may not be reviewed and may cause errors within your application when downloaded.

Additional Application Instructions for Current Ecology Employees:

Please make sure to answer the agency-wide questions regarding permanent status as a classified employee within the Washington General Service or Washington Management Service. Do not forget to select Department of Ecology as a response to question 2, and type your personnel ID number for question 3. If you are not sure of your status or do not know your personnel ID number, please contact Human Resources.

Application Attestation:

The act of submitting application materials electronically is considered affirmation that the information is complete and truthful. The state may verify this information and any untruthful or misleading answers are cause for rejection of your application or dismissal if employed.

Other Information:

If you have specific questions about the position, please email **Stephanie May** at: Stephanie.May@ecy.wa.gov. Please do not contact **Stephanie** to inquire about the status of your application.

To request the full position description: email careers@ecy.wa.gov

Why work for Ecology?

As an agency, our mission is to protect, preserve and enhance Washington's environment for current and future generations. We invest in our employees to create and sustain a working environment that encourages creative leadership, effective resource management, teamwork, professionalism, and accountability.

Joining Ecology means becoming a part of a team committed to protecting and restoring Washington State's environment. A career in public service allows you to help solve some of the most challenging problems facing our state, while keeping your health and financial security a priority. We combine one of the most competitive benefits packages in the nation with a strong commitment to life/work balance.

To learn more about The Department of Ecology, please visit our website at www.ecology.wa.gov and follow, like or visit us on [LinkedIn](#), [Twitter](#), [Facebook](#), [Instagram](#) or our [blog](#).

Collective Bargaining: This is a position covered by a bargaining unit for which the Washington Federation of State Employees (WFSE) is the exclusive representative.

Equal Opportunity Employer: The Washington State Department of Ecology is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans, military spouses or people with military status, and people of all sexual orientations and gender identities are encouraged to apply. Persons needing accommodation in the application/testing process or this job announcement in an alternative format may call (360) 407-6186. Applicants who are deaf or hard of hearing may call the Washington Relay Service by dialing 7-1-1 or 1-800-833-6388.

Note: This recruitment may be used to fill other positions of the same job classification across the agency. Once all the position(s) from the recruitment announcement are filled, the recruitment may only be used to fill additional open positions for the next sixty (60) days.