

City of Portland Professional Workers Union (CPPW) Communications Intern

Position Title: Communications Intern

Location: Portland, Oregon, hybrid, mostly remote

Duration: 3-12 months

Hours: 10-20 hours per week

Compensation: Stipend \$600/month

About the City of Portland Professional Workers Union: We are a newly organized group of about 700 City employees who have come together to form a union. We are in the middle of negotiating and organizing to settle our first contract with clear and consistent compensation, respect and protections, flexibility, and a strong worker voice.

CPPW is organizing to have a voice in the workplace on issues that affect our work, our careers, our families, and our City.

The union is led by the Executive Board, a volunteer committee of City of Portland employees elected by the membership to serve the union. Interns will report to the executive board and will work closely with the President.

Position Overview:

The Communications Intern will play a critical role in enhancing the union's communication strategies and social media presence.

This position offers an excellent opportunity to gain hands-on experience in strategic communications, social media management, and member engagement within a dynamic and meaningful context.

We are looking for a storyteller to gather and share stories about the work of CPPW from the members, a writer for emails, a strategic planner for contract bargaining communications, and/or a designer for member communications.

Responsibilities:

- Write and design engaging content for social media, newsletters, and the union website.

- Collaborate with union leadership on messaging and communication strategies.
- Help organize and publicize union events and activities.
- Manage and deliver a content calendar.
- Gather and share stories from CPPW members to highlight their work and experiences.
- Develop and implement social media strategies to boost engagement and awareness.
- Assist in drafting press releases, statements, and other communications.
- Design compelling visual content for member communications.

What we are looking for:

- Experience with labor unions, community, or political campaigns.
- Strong written and verbal communication skills.
- Experience with communications platforms and content creation (specifically Instagram, mailchimp, your membership, Teams/Office 365 are a plus).
- Basic graphic design skills (experience with tools like Canva or Adobe Creative Suite are a plus).
- Ability to work independently and manage multiple tasks.

Application Process: Interested candidates should submit a resume, answers to the supplemental questions, and two work samples (preferably including one social media post and additional communications piece) to info@cppwunion.org

Deadline for Application: rolling, first review for a limited number of positions will be Sept 23rd.

Supplemental Questions:

1. From the list Responsibilities above, please describe which items you would consider to be your areas of greatest strength and the areas of least expertise. What is your approach to learning new things?
2. Describe your experience with developing content, whether informational or storytelling. Please be specific about your approach, your roles, challenges you faced, and what you learned through your experience.

3. What do you want us to know about you?