



PAID INTERNSHIP POSITION

Communications Department

Job Title: Communications and Marketing Intern
Department(s): Communications
Location: In-Person, 350 Industrial Way, Woodland, CA 95776
Salary: \$16.90-\$22.15/Hour, depending on experience

Overview

Yolo Transportation District (YoloTD) seeks an intern to assist with all aspects of marketing and communications. This is a hands-on internship that involves a mix of fieldwork and desk work. Compensation is \$16.90-\$22.15 per hour, depending on experience. Both undergraduate and graduate students are encouraged to apply. These contract positions are part-time during the academic year, with the option of full-time work during the summer months or for up to one full year following graduation.

This position operates under the supervision of the Communications and Marketing Specialist.

Under direct supervision of the Communications and Marketing Specialist, the intern will assist with creating communication materials, research, videos, and graphic design. In addition, they will assist with social media, public outreach, media relations, and website management to increase public awareness and education about YoloTD's programs and services.

This position will remain open until filled.

Qualifications:

- Must be currently enrolled in at least half-time academic or vocational and technical course load in an accredited higher educational institution (except during the summer and up to 12 months after graduation).
- Must have a valid California driver's license.
- Coursework in marketing, communications, public relations, journalism, video production, visual arts/design, graphic art/design, web design and development, transportation planning, governmental affairs, business, GIS (or similar), or related fields is desired.
- Working on a computer and database knowledge is preferred, including experience with Windows, Word, Excel, PowerPoint, Canva, Adobe Creative Suite or similar, and ArcGIS or similar.
- Bilingual (Spanish/English) is desired, though not required.

Key Responsibilities

This list is intended to indicate the general nature and level of work performed by employees within this classification and is not designed to be interpreted as an exhaustive listing of all tasks required of employees assigned to this job.

- Support the day-to-day needs of the Communications department;
- Create and edit content for YoloTD social media, video, email, website, print materials, and other communications channels;
- Collaborate with the Communications and Marketing Specialist on social media strategy;
- Assist in the maintenance of YoloTD's website;
- Represent YoloTD at outreach events;
- Provide quantitative and qualitative research support for marketing efforts;
- Assist with media relations including media outreach and press releases;
- Support marketing and communications, transportation planning, and operations projects;
- Assist with data visualization;
- Assist in the development of brochures;
- Actively monitor social media sites, update posts and ongoing social media content on Facebook, Instagram, X, and YouTube;
- Assist staff in the preparation of documents, slides, and staff reports for meetings;
- Take detailed notes/minutes at meetings;
- Deliver and pick up items on behalf of YoloTD;
- Interact positively and collaboratively with YoloTD staff and stakeholders;
- Perform other related tasks assigned by Executive Director or designee.

How to Apply

To be considered, please submit a resume, cover letter, and a completed [job application](https://yolotd.org/jobs) (available at [YoloTD.org/Jobs](https://yolotd.org/jobs)) to:

- **Email:** jobs@yctd.org
- **In-Person:** 350 Industrial Way, Woodland, CA 95776 (The YoloTD office is open M-F, 9AM-4PM. We are closed between 12-1PM)
- **Mail:** ATTN Human Resources, 350 Industrial Way, Woodland, CA 95776

Applications will be accepted until filled.

If you have any questions regarding the recruitment, please contact jobs@yctd.org or call (530) 661-0816.

At Yolo Transportation District, we are committed to fostering an inclusive and diverse work environment. We embrace and celebrate the unique qualities, perspectives, and experiences of our employees, which make our organization stronger. We are an equal opportunity employer and do not discriminate on the basis of race, color, religion, sex, gender, marital status, national origin, age, mental and physical disability, or any other protected status. We believe in creating a workplace where everyone has an equal opportunity to contribute, grow, and thrive. We encourage all qualified individuals, including those from underrepresented backgrounds, to apply and join us in our mission to provide safe, efficient, and accessible transportation services for our community.