



# POSITION DESCRIPTION: COMMUNICATIONS ASSISTANT INTERN

The Wehrman Collaborative, LLC May 2019

## ABOUT WECO

The Wehrman Collaborative, LLC (WeCo) is a mission-based for-profit business where the physical and cognitive challenges people live with can create opportunities to educate and improve access to information. At WeCo, we believe that Individuals who live with disabilities become experts at access simply by navigating their day-to-day lives.

WeCo is a business that views the skills of people living with disabilities as a viable for-profit business model. Our people's skills are in high demand, timely and valuable. The WeCo Certified Test Consultant career translates into an exciting opportunity for people who may have been overlooked by traditional work environments; we consider this talented group of people our best-kept trade secret.

WeCo's driving force is its dynamic and involved Advisory Board. Made up largely of individuals who live with disabilities, some of our Board members are also experts in the fields of vocational rehabilitation, disability psychology and accessible technology. The WeCo Advisory Board helps to shape our products and guide the career path being blazed by our Certified Test Consultant Team.

To learn more about WeCo, visit our web site at: [www.theweco.com](http://www.theweco.com) or follow us on Facebook at: WeCo (The Wehrman Collaborative) and on Twitter at: @WeCo5

## POSITION PURPOSE

The **Communications Assistant Internship** is designed to provide the successful applicant with the opportunity to learn marketing, social media and communication skills. This role provides the successful applicant an opportunity to learn more about brand, social media and image management, as well as to experience coalition building initiatives and working in an environment that models diversity and inclusivity, internally and externally. The successful candidate will have the opportunity to contribute as a member of a team of seasoned professionals with varied backgrounds and skill sets in an emerging technology field.

## POSITION LENGTH & LOCATION

This position is designed to serve as an educational internship for the successful candidate and will last 6 months, depending upon the needs of our company.

Work may be completed in WeCo's Minneapolis North Loop office, virtually, or a combination, as agreed upon by the successful candidate and company management.

## POSITION DUTIES

WeCo's Communications Assistant Internship Position requires a time commitment of 15-20 hours per week, depending upon the needs of the organization. Duties may include:

- Learning how to apply social media management strategies.
- Learning how to use social media dissemination software.
- Learning how to manage a WordPress website.
- Assisting with collateral development and management including copywriting and editing.
- Learning newsletter and email bulletin construction and distribution and basic desk top publishing.
- Assisting with event planning and implementation.
- Assisting with partnership and coalition building.

## POSITION REQUIREMENTS

- High school diploma or equivalent
- 1-year job or volunteer experience
- Basic knowledge of the following software programs:  
Microsoft Word, Excel and Power Point.
- Good communication skills, written and expressive (the ability to speak is not necessarily required).
- Demonstrated writing ability and experience. (Samples are required)
- Ability, or aptitude to learn how to function within a virtual office environment via shared files, email and calendar system.
- Ability to work well within a team setting.
- Ability to take direction and to work well autonomously.

## APPLICANT PREFERRED COMPETENCIES

- Prior experience, in either a professional or volunteer setting, interacting with people who live with disabilities.
- Intermediate knowledge of the following software programs:  
Microsoft Word, Excel and Power Point.
- Functional knowledge of Word Press.
- Functional knowledge of Hootsuite.
- Functional knowledge of search engine optimization.
- Advanced desk top publishing skills.
- Prior experience with social media management.
- Experience working in virtual office or remote workplace environments.

## COMPENSATION

WeCo offers a monthly transportation stipend for this internship. The successful candidate will also have access to WeCo's free career wardrobe development service.

## HOW TO APPLY FOR THIS POSITION

All applicants must complete a WeCo Professional Development Internship Application found at:

<https://wecoadmin.wufoo.com/forms/plul48p019dz68p/>

WRITING SAMPLE REQUIREMENT:

Please include a current resume along with one creative and one technical writing sample.

**The application process will close when the position is filled.**