



Judicial Council of Georgia
Administrative Office of the Courts
JOB ANNOUNCEMENT

Communications Intern (Part-time)

Recruitment Period: Submit resume by October 16, 2019

Number of Positions: One (1) position

FLSA Status: Non-Exempt

Salary: \$10 -\$12/hr.

Position Location: Fulton County, GA

Job Summary

The Judicial Council/Administrative Office of the Courts is looking to hire a communications intern who is a social-media lover, and cultural omnivore to join our small team. In particular, we are looking for someone who has an interest in improving justice. This individual should thrive in an unstructured environment and should take any task that comes their way with a positive, can-do attitude; they should be a self-starter and motivated to learn and grow. We're looking for someone who considers organization, time-management and creativity to be strong skillsets.

Duties include updating and maintaining webpages, assisting on our social media accounts, including Facebook and Twitter, contributing fresh story ideas, and generally supporting the edit team in the day-to-day operation of creating content and curating a monthly newsletter. This person may have the opportunity to grow into more of a writing and editing role as other responsibilities become more seamless.

Qualifications require one to two years of relevant communications experience, including internships. This is a paid position.

To apply:

Applicants must submit a resume and link to web development portfolio to resume@georgiacourts.gov by close of business **October 16, 2019**. This position is subject to close at any time once a satisfactory applicant pool has been established.

Subject line must include: **Communications Intern**

Additional Information:

Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered but may not necessarily receive an interview. Selected applicants will be contacted by the hiring manager to complete next steps in the hiring process.

Applicants who require accommodations for the interview process should contact resume@georgiacourts.gov or call 404-463-0638. The JC/AOC will attempt to meet reasonable accommodation requests whenever possible.

The JC/Administrative Office of the Courts is an Equal Opportunity Employer