



**Position: 20 hours Paid Internship Digital Radio Operator and social media
Or 20 hours Part Time Digital Radio Operator and social media**

Location: Chamblee, Ga

Salary Range: \$18.00-\$20.00 per hour

RESPONSIBILITIES:

- ❖ A plus is Expertise and understanding of all digital media disciplines (including search and emerging/social media).
- ❖ Review and organize news media for daily talk shows.
- ❖ Innate curiosity and aptitude (staying abreast of trends and activities) that demonstrate thought leadership and new ideas/recommendations and willing to learn.
- ❖ Manage and Operate Digital Radio. – Training will be provided.

REQUIREMENTS:

- Must be actively enrolled in an undergraduate program, at an accredited local University (Junior or senior level) with current GPA of 3.0 or above.
- Must be bilingual (Spanish/English)
- Communications (written/oral) presentation and analytical skills
- Proficient in Microsoft Office applications
- Strong computer and technology skills
- Be able to balance multiple priorities at once.
- Be self-motivated, organized, willing to help with any project no matter how large or small.

SOCIAL JUSTICE VALUES

- ✓ A commitment to supporting and working with community organizations, community members. Alignments with the organization's theory of social change and mission, and promote that mission in correspondence with donors and founders

TIME COMMITMENT:**

- Hours of operation are 9:00am to 1:00pm Monday through Friday
- Internship: Must be available to work a minimum of three times a week/four hours per day for summer
- Internship: Must be available to work a minimum of two times a week/ three hours per day for fall

*****this is the minimum time requirement, but arrangements can be made if the person needs more hours to fulfill school hours requirements for internship credits.***

To Apply

Send your resume, a cover letter, and three references via email to info@glahr.org. Use the subject line: “Digital Radio Operator” Application – [Last, First Name]”. Please include your pronouns and direct contact information in the body of the email.