



STATE OF WASHINGTON

COMMISSION ON HISPANIC AFFAIRS

COMISIÓN DE ASUNTOS HISPANOS

Radio/Broadcasting Internship (Paid) Position Description

Description/Purpose/Scope

The Washington State Commission on Hispanic Affairs (CHA) is an executive branch agency which serves to advise the Governor, the Legislature, and state and local agencies on issues of concern to the Latino community. CHA has created an internship to provide support for our Spanish Radio Program, “*Conozca su Gobierno con Uriel Iniguez*,” that connects over 20 state agencies and local entities, as well as private and non-profit organizations to the Latino community across the state. The Radio/Broadcast Intern will work directly with CHA staff to manage and coordinate all functions of the radio program including travel to partner radio stations as well as broadcasting on the air. Work hours will be 15-20 hours a week with availability needed Tuesdays-Thursday from 10am-12pm required.

Educational Benefits

Student will be exposed to a variety of issues discussed including taxes, car purchasing, licensing, homeownership, educational issues, health issues, voting, etc. Student will also have first-hand interaction with experts from state agencies and local entities who are on the show each week and provide necessary services to the Latino community. Student will develop skills in social media marketing, program management, scheduling and coordinating, a wide range of communication strategies, interpersonal and group, with state and local agencies, and experience in broadcasting to over 300,000 Spanish-speaking listeners across 20 counties in Washington.

Responsibilities include but are not limited to:

- Maintain Radio Program Calendar including scheduling 21 agencies for 3 weekly radio programs.
- Coordinate with agency contacts regarding schedules, talking points, interpretation or any other needs of agencies required for broadcast.
- Establish good communication with Radio Stations (Radio El Rey, KDNA, KSVR, La Luz, and La Nueva) and their contacts to ensure smooth On-Air time.
- Prepare Radio booth for broadcast including setting up switch board, loading show and PSAs, audio testing and conference call settings – *technical skills needed*
- Answer listener calls, filter questions and provide necessary information for services.
- Keep track of radio recordings, talking points, and other correspondence.
- Assist CHA staff in other duties including: contract writing and monthly invoicing.

Qualifications

Student *must* be fluent in Spanish, have excellent writing skills, the ability to communicate clearly and effectively and knowledge of social media. Student will have technical skills and the ability to run radio equipment necessary for broadcasting as well as basic to intermediate knowledge of MSWord and Outlook calendar. Student majoring in Journalism, Communications or Broadcasting will be given priority but other majors will be considered. Commitment to CHA and other Latino issues are a plus.

Compensation and/or Academic Credit Requirements

Students are responsible for meeting with their faculty advisor to arrange credit for this internship according to the deadlines and eligibility criteria established by the college/university. Compensation is the responsible of CHA. The intern will be paid \$12-15/hr. for work done.

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How to Apply:

To apply, please submit:

1. The CHA Volunteer Internship Application.
2. A written statement describing why you would be the best candidate for the CHA Radio Program Internship; why public service is important to you; how the skills you will learn coincide with your long-term career goals.
3. An unofficial transcript send from your college (please email to hispanic@cha.wa.gov)
4. A copy of your resume and three references (please email to hispanic@cha.wa.gov)

Please contact us if you have questions or wish to submit an internship application.

The Washington State Commission on Hispanic Affairs is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, youth, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons with disabilities needing assistance in the application process, or those needing this job announcement in an alternative format may call the office at (360) 725-5661 or email hispanic@cha.wa.gov.