



Krum Independent School District

1200 Bobcat Blvd. • Krum, TX 76249 • 940-482-6000 • 940-482-3929 (fax) • www.krumisd.net

Krum ISD Communications Intern Job Description

Krum ISD is a school district north of Denton, TX currently servicing approximately 2,300 students in grades PK-12. Krum ISD's Department of Communications is seeking an undergraduate or graduate college student majoring in Marketing, Communications, Public Relations or a related field to assist the Public Information Officer as an intern in communicating and marketing to district stakeholders via website, social media, and direct to parent communication.

Responsibilities:

- Create various graphics and fliers to promote district events
- Assist in writing copy for social media posts, press releases, and district notices
- Help to create and implement social media calendar
- Exhibit professionalism when on district facilities and representing the district
- Visit campuses as needed to capture content and provide coverage of events
- Assist in gathering and analyzing engagement data as needed

Qualifications and Requirements:

- Strong organizational skills
- Familiarity with graphic design software
- Above average oral and written communication skills
- Effective use of Google Drive and its products
- Knowledge of social media best practices and trends
- Basic photography skills
- Selected candidate must be able to pass a background check and obtain LEE fingerprinting (District will provide instructions to selected candidate)

Hours and scheduling:

- 10-15 hours in office per week with the occasional opportunity for remote work
- Flexibility in scheduling to coincide with district events

Compensation:

- This is an unpaid internship

To Apply: Please send cover letter and resume to Taylor Poston, Public Information Officer for Krum ISD to taylor.poston@krumisd.net