

# Sonoma County Office of Education – Job Description

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**Classified**

## SCHOOL IMPACT INTERNS

### **Definition:**

An entry-level internship position designed to provide a high school student with hands-on experience supporting communication, coordination, and programmatic activities within a public-serving education organization. The intern will contribute to communications, coordination, and program support efforts while gaining exposure to how education systems, community initiatives, and public institutions operate.

This role is well suited for a student who is curious, motivated, and interested in education, community engagement, communications, public service, or leadership development. The internship emphasizes learning, collaboration, and real-world skill building in a professional environment.

### **Distinguishing Characteristics:**

Performs a variety of project-based and operational assignments in a supervised, learning-focused environment; duties emphasize skill development and guided contribution rather than independent authority; work may span multiple functional areas and initiatives; collaborates with diverse teams while maintaining professionalism, discretion, and responsible handling of information; engages in regular supervision, mentorship, feedback, and reflection as part of ongoing professional development.

### **Supervision Exercised and Received:**

Serves under direct supervision of the director of the designated department or designee.

### **Example of Duties and Responsibilities:**

*Duties and Responsibilities may include, but are not limited to, the following:*

- Creates and drafts communication materials such as social media posts, newsletters, flyers, web content, presentations, and visual assets
- Captures and organizes photos, video, or other media to support storytelling and outreach efforts
- Plans, organizes, and executes logistical components of meetings, trainings, workshops, and public-facing events, including scheduling, material preparation, setup, and follow-up
- Assists in planning and logistics for county initiatives and/or events.
- Conducts research, compile information, and enter or update data to support reporting and project tracking
- Participates in meetings, contribute ideas, and document discussions through note-taking and summaries
- Engages with staff, students, and community members in a professional and respectful manner
- Manages assigned tasks independently, monitor progress, and meet established timelines
- Applies feedback to improve work products and processes
- Performs other duties as required to accomplish the objectives of the position.

## **Employment Standards:**

### ***Knowledge of (preferred but not required):***

- Basic principles of professional communication and collaboration.
- General office practices and organizational workflows.
- Use of common productivity and collaboration tools (e.g., Google Workspace).
- Awareness of education systems, public service organizations, or community-based initiatives.
- The importance of equity, inclusion, and respectful engagement with diverse populations.
- Time management, task prioritization, and follow-through in a professional setting.

### ***Ability to (preferred but not required):***

- Perform all of the relevant duties of the position with supervision.
- Analyze recurring problems and apply appropriate solutions.
- Maintain confidential and sensitive information.
- Communicate effectively in written and verbal forms with diverse audiences.
- Create accurate, engaging content and materials for multiple formats and purposes.
- Manage time, organize work, and complete assignments independently and on schedule.
- Learn and apply new tools, systems, and processes efficiently.
- Collaborate effectively as part of a team and contribute ideas constructively.
- Accept and incorporate feedback to improve work quality and performance.
- Interact professionally, respectfully, and ethically with staff, students, and community members.

### ***Computer Skills (preferred but not required):***

- Basic word processing skills, such as the ability to format, save files for cross-platform use and in different versions, work with toolbars, menus, and rulers, insert graphics, etc.
- Basic proficiency with Google Workspace, including the ability to open, create, modify, save, share and print documents, spreadsheets, forms and presentations.
- Basic email skills, including the ability to send and open a file attachment.
- Basic Internet usage including the ability to use internet search engines to view web pages, bookmark a site, download a file; print out web pages, copy text, edit bookmarks, print web pages, create hyperlinks and observe copyright regulations.

## **Education and Experience:**

*Any combination of education and experience that would provide the knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

### ***Education:***

- Currently enrolled as a junior or senior in a high school within Sonoma County.

### ***Experience:***

- No previous experience required.

### ***Physical Abilities:***

*The physical abilities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

- The work would primarily take place indoors with the occasional opportunity for outdoor events.

- The position requires daily oral communication in person and written communication.
- Requires speaking and hearing ability sufficient to hear over the phone and carry on routine conversations.
- Requires hand-eye-arm and finger dexterity to use a personal computer keyboard, ten-key and other common office equipment.
- Lifting twenty (20) pounds on an occasional basis and in excess of twenty (20) pounds with assistance.

***Work environment:***

- Work is performed in an office environment with minimal exposure to health and safety considerations.

***Other Requirements:***

- May be required to be fingerprinted and satisfactory Department of Justice and Federal Bureau of Investigation records checks must be received by Sonoma County Office of Education, prior to employment.
- TB testing may be required upon employment.

***Other:***

- Adopted: Pending Approval
- FLSA Status: Non-Exempt
- Bargaining Unit: N/A
- Approved by: Personnel Commission