

ANNOUNCEMENT OF INTERNSHIP

September 29, 2025

Ferndale Public Schools Equity Vision Statement

At FPS, we are a school family of continual learners. We support each and every student to develop their purpose, plan, and passion. We encourage and honor dialogue about the histories, cultures, and goals of our communities. We actively and intentionally facilitate equitable access and representation, meaningful participation, and high expectations for ALL.

Position: **Communications Intern**
Location: Central Office
Reports to: Strategic Communications Specialist
Salary: Unpaid Internship. Academic credit may be available, based on criteria and requirements of a candidate's college or university.
Schedule: Part-time (3-4 hours per day, up to 20 hours per week)
Start Date: Immediately

Desired Qualifications:

- ❖ Coursework in communications, public relations, journalism, or marketing is highly desired
- ❖ Experience in school, nonprofit, or public sector communications, media relations, and/or storytelling is highly desired
- ❖ Exceptional written, visual, and verbal communication skills
- ❖ Demonstrated ability to build strong relationships with diverse internal and external stakeholders
- ❖ Knowledge of and experience with social media, newsletters, and brand platforms
- ❖ Commitment to equity, inclusion, and culturally responsive communication practices
- ❖ Ability to work flexibly, manage multiple projects, and meet deadlines
- ❖ Ability to attend and support evening/weekend school events and community meetings, occasionally
- ❖ Strong organizational and project management skills

Duties and Responsibilities:

- ❖ Work closely with Strategic Communications Specialist on messaging for internal and external audiences.
- ❖ Create and/or support external communication plans.
- ❖ Assist with special projects, media events, and coordination of media coverage, as needed and as appropriate.
- ❖ Create content for social media posts, and present drafts of social media posts for review.
- ❖ Support development and implementation of communications calendar district-wide.
- ❖ Support coverage of school and community events, as needed.
- ❖ Perform other communications-related duties as needed.

Other qualifications are considered in the final selection of a person to fill this position. The search for a highly qualified applicant for this position is not restricted to this district.

Application Deadline: Until Filled

Application Procedure:

Internal applicants please submit a letter of interest and resume to thomas.shelton@ferndaleschools.org

External applicants, please apply through the [Oakland Human Resources Consortium](#)

An Equal Opportunity Employer

It is the policy of the Ferndale Board of Education not to discriminate on the basis of race, color, religion, national origin, sex, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic in School District activities, programs, and employment.