



The 4th Judicial District Attorney's Office



Volunteer Opportunity

The District Attorney for El Paso and Teller Counties has a volunteer opportunity for a:

MEDIA ASSISTANT

The Media Assistant, under the direction of the Director of Communications, will support media information for the District Attorney's office and staff, perform daily searches of local and national media outlets for the purpose of gathering stories of community impact and connection for the District Attorney. They will also provide media trend information as needed. The Communications Volunteer/Intern will gain valuable experience working with various departmental leaders and groups to support the community mission of the District Attorney's Office. The ideal candidate will have a working knowledge of multiple computer programs, be detail-oriented, possess strong oral and written communication skills, have a good understanding of social media platforms, and be flexible with changing needs. The Media Assistant will be responsible for checking social media accounts, creating posts, drafting captions and reviewing insights to see overall progress as well as staying up to date with on-going projects

Benefits of this position include:

- *Facilitating informing leadership and internal staff of community impact for the District Attorney's office*
- *Valuable real-world experience working with media and developing strategies for the District Attorney's Office*
- *Working with a great team of staff interested in making a positive impact in our community*

Requirements for this position include:

- *Strong attention to detail and excellent oral and written communication skills*
- *Familiarity with posting and establishing web and social media platforms, as well as news agency searches*
- *MS Word and Excel proficiency*
- *Minimum of 8 hours per week for at least 6 months – with a preference for on-going long-term relationship*
- *Must be at least 18 years of age and submit to and pass a criminal history background check*

For more information on this opportunity please contact:

Gwen Stein

719-520-6037

4th Judicial District Attorney's Office

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What I have done thus far/ am currently working on:

- Established new social media accounts to expand community reach
- Collaborating with Crime Stoppers of the Pikes Peak Region, FOX, and office departments to organize and write a new Social Media Policy for the general public and the media. (draft referenced to CSPD, Colorado Springs and El Paso County policies)
- Renewing Kids Against Crime curriculum to aid 5th graders in their transition to middle, increase awareness of compromising situations, inform of how to handle them and foster trusting relationships with law enforcement.
- Provide insight to webpage update and graphics.
- Drafted job description for replacement.
- Organized whiteboard to track internal progress and upcoming dates
- Searched for Vintage Media Decoration to increase the appeal of the outer office for meeting purposes

Daily/ weekly:

- Read news updates for Colorado Springs and Denver
- Check social media accounts, create posts, draft captions and review insights to see overall progress.
- Sit in on meetings to stay up to date with ongoing projects