

# BenitoLink

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Open Until Filled

**Position: BenitoLink Internship Program**

**Reports to: BenitoLink Management Team**

*BenitoLink is a free hyperlocal website focusing on news, information, events, ideas and discussion in San Benito County, California. An independent, non-partisan, non-profit organization, BenitoLink is supported by donors, sponsors, and grants. The Mission is to connect San Benito County residents through local news and information, encouraging public dialogue to foster an engaged community. The Goal is to be the homepage of San Benito County, the first site people visit in the morning to see what's happening in their hometown.*

*BenitoLink, along with hundreds of news groups across the nation, engages in the reinvention of local news to match the times. The staff and board work with the understanding that participating in a nationwide movement requires flexibility and calls on everyone to contribute to innovative approaches and solutions. This commitment can compel us to cross train, try out new ideas and, if needed, negotiate work rules fair to all.*

## **Summary Description**

[BenitoLink](#) welcomes intern applicants who are in high school, college or graduated, live in or around San Benito County, California, and can work part time in any of these key areas related to online publishing:

- Reporting
- Web development
- Photography/Videography
- Research
- Graphic design
- Social media
- Marketing
- Data analysis
- Office administration
- Event planning and execution

Depending on the type of assignment and availability, interns work 5 to 20 hours per week for the weeks equivalent to an academic semester. Longer assignments may be available. Pay is \$16.50 per hour.

## **Qualifications:**

- Reporter applicants should have good to excellent writing skills and experience with the rigors of verifying and citing sources. Spanish language proficiency is valued.
- Photographer and videographer applicants should have good production and editing skills.
- Graphic designer applicants should have good command of production software.
- Social media applicants should be approaching a marketing level of expertise on sites like Facebook and Instagram.
- WordPress computer developer applicants need languages such as HTML, CSS, Java Script; use of FTPs; server-side languages like PHP; and database navigation.

Students from any field of study are welcome to apply year-round. Age is not a factor; résumés of students of any age will be considered. Spanish fluency and residence in San Benito County are desirable.

## **Terms**

\$16.50 per hour, 5 to 20 hours per week. Summer assignments may run to 35-40 hours.

Successful interns are those who can work independently and value the opportunities to develop and practice skills in a media environment. Assignments may be irregular. We can work with your campus if you want to attach your work to academic credit.

## **To Apply**

- The application may be downloaded or accessed at [benitolink.com/employment](http://benitolink.com/employment)
- Please submit your resume and portfolio materials as an attachment to [info@benitolink.com](mailto:info@benitolink.com) with the title of the job you are applying to in the subject line.
- Resumes can be submitted but will not be accepted in lieu of an employment application.
- Reporter applicants should include a writing sample. Marketing and graphics applicants should include (or link to) samples.
- Prospective candidates should also include a letter describing their interest and answer the following: In what area(s) can you help BenitoLink achieve its mission?
  - Authoring or assisting to author publishable articles about government activities, education, sports, agriculture, business, development, and community events
  - Working on story leads and interviewing sources
  - Videography and editing
  - WordPress site development, maintenance
  - Assisting to plan and execute events and fundraising appeals

- Preparing graphic products for online display (e.g., flyers, sponsor graphics, graphs).
- Researching and sourcing, data analysis
- Google Workspace, analytics
- Social media engagement
- Office administration

**BENITOLINK IS AN EQUAL OPPORTUNITY EMPLOYER. Applicants shall not be discriminated against because of age, ancestry, color, religious creed, denial of Family and Medical Care Leave, disability (mental and physical), marital, familial or parental status, medical condition, genetic information, military and Veteran status, national origin (including language use restrictions), race, sex (which includes pregnancy, childbirth, breastfeeding and medical conditions related to pregnancy, childbirth or breastfeeding), gender, gender identity, and gender expression, political affiliation or sexual orientation.**