

## Position Description

Title: Media and Creative Content Intern

Travel: None

Division: Media and Communications

Status: Stipend, Temporary

Reports to: Media and Creative Content  
Manager

Standard Work Hours: 19 hours per week during  
M – F, 9:00 AM – 5:30 PM

### JOB SUMMARY:

The Media Intern reports to the Media and Creative Content Manager and is responsible for the planning, implementation and delivery of media, communications, and creative content alongside the rest of the Media and Communications Team to support CNHA programs, activities, and goals, as identified by the CNHA CEO and Executive Team. The Media Intern will work with the Media and Communications Team's to ensure that work product effectively communicates organizational messaging using CNHA's distinctive and authentic Native Hawaiian cultural brand to its target audience, which is predominantly the Native Hawaiian and local communities.

### DUTIES and RESPONSIBILITIES:

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

- Creates polished audio and visual content, such as social media posts, podcast episodes, and other materials upon request.
- Provides creative and innovative graphic design services for the organization.
- Develops and executes projects identified by the Media and Creative Content Manager, CEO, or executive team that supports CNHA's programs.
- Coordinates and attends meetings with members, partners, contractors, and other individuals or organizations to execute the objectives of this position.
- Attends and/or participates in member and community events relevant to the duties and expectations of the position.
- Collaborates with colleagues on projects and proposals.
- Contributes to fulfilling requirements and deliverables of grants awarded to CNHA.
- Participates and performs duties as assigned for CNHA's Annual Native Hawaiian Convention and other events, including helping to coordinate and deliver the media, communications, creative content and other components of the convention.
- Complete other projects and tasks as assigned.

### PERFORMANCE EXPECTATIONS:

- Develops communication, messaging, and creative concepts for CNHA programs, activities, and goals
- Creates graphic design and audio-visual work product that meets the quality and branding standards of CNHA.

- Manages multiple tasks and develop solutions to problems with limited supervision.
- Demonstrates a strong work ethic, high degree of professionalism, and positive attitude and approach to complex challenges.
- Applies research, experience, communication, strategy and learning that results in problem-solving and maximum quality and utilization of the organization's resources. Consistently provides solutions to achieve the organization's goals.
- Utilizes excellent verbal and written communication and people skills with co-workers, clients, members, and the community, and in all work products.

#### REQUIRED EDUCATION, EXPERIENCE, AND SKILLS:

- Current enrollment at or recent graduation from an accredited college or university with a bachelor's degree in design, communications, Hawaiian studies, Hawaiian language, or related field.
- Direct experience working with the Native Hawaiian community, culture, art, and design.
- Experience in the development of creative content, including graphic design and audio-visual content, for social media, web, print, and video.
- Familiarity with audio and visual editing.
- Understanding of design principles, including layout, typography, color theory, and composition.
- Proficient written and verbal communication skills.
- Highly organized and detail-oriented, flexible, and collaborative with an ability to prioritize and manage multiple tasks simultaneously.
- Personal qualities of integrity, credibility, and a commitment to CNHA's mission, purposes, and objectives.