Communications Intern

About KCDC

Knoxville's Community Development Corporation (KCDC) strives to improve neighborhoods and communities by providing quality affordable housing, advancing development initiatives, and fostering self-sufficiency. As the housing authority for Knoxville and Knox County—and the Redevelopment Agency for the City of Knoxville—KCDC has been dedicated to enhancing the quality of life for Knoxville residents since 1936.

About the Role

KCDC's Communications Team is seeking a creative and motivated Communications Intern to assist with multimedia storytelling, social media, and community engagement activities. This internship offers the opportunity to build professional communications experience while supporting projects that make a visible impact across Knoxville's neighborhoods.

The role is hybrid, with a mix of fieldwork and onsite work at KCDC's main office (901 N. Broadway) and other event or project locations throughout Knoxville.

Key Responsibilities

- Assist in developing and implementing social media content across multiple platforms (Facebook, Instagram, LinkedIn, and X).
- Support video and photography projects, including helping with storyboarding, filming, and editing.
- Contribute to KCDC's newsletters, blog posts, and website updates.
- Assist with planning and executing community events, media announcements, and public outreach activities.
- Conduct interviews and gather resident or partner stories for use in communications materials.
- Help organize digital assets such as photos, videos, and design files.

Learning Opportunities
Interns will gain hands-on experience in:

- Public sector and nonprofit communications
- Storytelling and community engagement
- Multimedia production and content strategy
- Event coordination and media relations

Mentoring is provided through weekly check-ins, project feedback, and collaboration with KCDC's communications staff and community partners.

Internship Dates:	June 1 – August 7 (dates can be flexible within 1-2 weeks)
Hours:	Up to 40 hours per week, Monday - Friday
Stipend/Pay:	Based on current degree program: $13/hr associate**;** $15/hr undergraduate student; $22/hr graduate student

Requirements

- Must have and maintain full-time student status at an accredited college or university pursuing an associates, Bachelor's, or a graduate-level degree in Communications, Public Relations, Journalism, Marketing, or a related discipline.
- Strong writing and editing skills with attention to detail.
- Ability to work independently and collaboratively in a professional environment.
- Must have and maintain a cumulative grade point average (GPA) of 2.5 or higher
- Must be able to work a minimum of 20 hours per week, Monday through Friday, between 7:30am – 4:30pm
- Possess skills in MS Office applications, specifically Word, PowerPoint, and Excel
- Junior or Senior with completion of some major-relevant coursework
- Valid driver's license