

# INTERNSHIP



Organization: Citizen Film

Location: San Francisco

Job Title: Technical Writer/Assistant

## Job Description:

- Providing written content for a variety of media and assisting the Creative Director in a multitude of projects
- Create documents that effectively and clearly communicate all aspects of our product.
- Actively participate in multiple projects and tasks focused on the achievement of department goals that directly affect the success of the company.

## Qualifications/Requirements:

- Degree or a minimum of two years of experience in a related field preferred or any equivalent combination of education, experience and training that enables completion of the essential functions and provides the required knowledge and skills.
- Strong attention to detail and the ability to easily understand “how things function”
- Ability to interact in a professional manner with associates, customers and distributors
- Ability to prioritize, manage time, and work with multiple tasks/projects.
- Knowledge of HTML and CSS is a plus
- Proficient with the Adobe Creative Suite preferably Indesign and Dreamweaver.
- Working knowledge of MS Word, Excel, Outlook, Access, and PowerPoint

Hours: N/A

Wage: N/A

Time Period: One Semester

Contact: Las Positas Internship Coordinator  
Leslie Gravino @ (925) 424-1876