



Maura Healey, Governor
Kimberley Driscoll, Lieutenant Governor
Monica Tibbitts-Nutt, Secretary & CEO



Internal/External Job Posting

Requisition ID:	240003LA
Posting Date:	March 19, 2024
Closing Date:	Open until filled
Official Title:	Contracted Student Intern
Functional Title:	HR Communications Design Co-op Fall 2024
Location:	Planning and Enterprise Services – Chief Administrative Office – Human Resources 10 Park Plaza, Boston, MA
Vacancies:	1
Salary:	\$20.00 - \$25.00 per hour
Shift:	Day
Bargaining Unit:	Non-bargaining
Diversity Officer:	Derrick Mann – 857-368-8541
ADA Coordinator	Lucy Bayard – 857-274-1935

Position Summary

We're looking for a creative and driven mind, who loves to tell stories, is eager to learn about public service and government organizations, and who will be successful at creating high-quality content for a variety of internal and external marketing campaigns for MassDOT.

The Communications Design co-op will report to the Assistant Manager of Internal Communications on a variety of communications products that impacts the day-to-day of a large workforce and the success of the agency. A successful co-op in this role will be curious – ask questions, explore people's stories and agency happenings to find and craft compelling stories; will be task-oriented – able to juggle multiple projects and tasks and manage their time well; and prize quality – take pride in the quality of their work and always strive to improve the products they create or contribute to.

The Communications Design co-op will also interact with a wide variety of staff across departments at MassDOT and must have strong interpersonal communications skills; it is critical for this person to be

able to communicate effectively through written and visual media (for example, presentations, emails, social media posts, photography, graphic design, etc.).

Are you an innovative, forward-thinker who would like to make an impact within the transportation agency in the Commonwealth? Join the MassDOT HR Communications for an immersive co op experience with us! Receive hands-on experience working with various groups across multiple office locations within the MassDOT Community. As a member of the team, you will gain invaluable knowledge of the agency, be a part of our diverse and welcoming culture, and receive exposure to other areas of the business.

Application instructions:

Please attach a copy of your resume and copies of work samples or a link to your portfolio. (Applications without work samples or portfolios will not be considered.)

Job Responsibilities

- Work on creative, innovative, projects within various departments at MassDOT
- Create content for digital and print marketing and edit existing content
- Ensure that final edits and documents are accessible (WCAG standards)
- Make formatting changes to documents where needed to accommodate edited content
- Support HR in marketing efforts, and travel to District sites across Massachusetts
- Support local marketing strategy and execution on LinkedIn, Facebook, and Instagram
- Build internal email communications in MailChimp
- Collaborate with Division and Headquarters teams to execute company-wide initiatives
- Support building a communication channel that promotes MassDOT's commitment to offering every employee the resources, education, training and knowledge to be successful in their career
- Gain familiarity with a broad range of MassDOT services and programs
- Participate in team meetings, staff meetings, organization events and other duties as necessary

Tools you will use:

- Adobe Creative Cloud Suite
- Microsoft Word and Powerpoint
- MailChimp
- LinkedIn, Facebook, and Instagram

A successful candidate will have:

- A strong passion for learning new skills and techniques
- Strong verbal and written communication skills
- A portfolio of work samples that showcase varied visual design
- Experience with social media platforms
- Proficiency with Adobe Creative Cloud
- Experience creating content,
- Video production and video editing a plus

- Photography experience a plus
- Desire to pursue a career in marketing or graphic design.
- Skill in applying creative problem solving or design-thinking to collaborative project work
- Ability to work in a fast paced, deadline-oriented environment, with multiple competing priorities/projects
- Strong communication (both verbal and written) and interpersonal skills.
- Ability to work effectively in a small and collaborative team environment
- Solution-oriented attitude, with excellent time management and organizational skills

About MassDOT:

The 4,000+ employees of [Massachusetts Department of Transportation \(MassDOT\)](#) takes great pride in connecting the Commonwealth's residents and communities. MassDOT is responsible for developing, implementing, and coordinating transportation policies and projects for the Commonwealth of Massachusetts and to efficiently plan, design, construct, and maintain a safe statewide transportation system which effectively meets the transportation needs of the Commonwealth. Information about MassDOT's inclusive culture and career opportunities can be found at mass.gov/massdot-careers.

MassDOT's divisions include: Highway, Registry of Motor Vehicles, Aeronautics, and Rail & Transit. Headquarters (Planning & Enterprise Services) provides business and administrative support and policy leadership for each of the four (4) divisions.

Minimum Entrance Requirements:

This requisition will remain open until filled; however, first consideration will be given to those applicants that apply within the first 14 days.

All job applications must be submitted online through MassCareers to be considered.

Please provide a complete, accurate and current resume / application for MassDOT to review in order to determine if your submitted materials meet the minimum entrance requirements for the position.

Current MassDOT employees should use their internal MassCareers account to apply.

- For questions regarding the job posting, please email the MassDOT Talent Acquisition Team at talentacquisition@dot.state.ma.us.
- For general questions regarding MassDOT, call the Human Resources Service Center at 857-368-4722.
- For a disability-related reasonable accommodation or alternative application method, call call ADA Coordinator, Lucy Bayard, at 857-274-1935.

An Equal Opportunity/Affirmative Action Employer. Females, minorities, veterans, and persons with disabilities are strongly encouraged to apply.

The Commonwealth is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity or expression, sexual orientation, age, disability, national origin,

veteran status, or any other basis covered by appropriate law. Research suggests that qualified women, Black, Indigenous, and Persons of Color (BIPOC) may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive to apply for this role.