



# HILLSBOROUGH COUNTY BAR ASSOCIATION

Chester H. Ferguson Law Center  
1610 N. Tampa St.  
Tampa FL 33602  
(813) 221-7777 Fax (813) 221-7778  
[www.hillsbar.com](http://www.hillsbar.com)

## Communications Internship (Fall 2022/Spring 2023 Semesters)

As a communications intern, you will closely work with the Communications and IT team in promoting and supporting the Hillsborough County Bar Association's events, programs and outreach efforts.

### Primary Responsibilities

- Assist with social media posting and brainstorming, and basic video production
- Produce event flyers and simple graphics
- Assist with website and weekly e-newsletter updates
- Draft short articles and content for *Lawyer* magazine and proof-read magazine content
- Draft news releases and other collateral
- Assist with event logistics, including taking photos, helping staff with check-in and event set-up

The internship is unpaid and will require at least 10 hours a week, more hours are fine if required for college credit. Flexible schedule. Please confirm with your University to determine if this internship meets the requirements for credit.

**Office Location:** 1610 N. Tampa Street (just north of downtown Tampa, parking provided)

### Desired Skills & Experience

- Pursuing a degree in public relations, marketing, communications, journalism or similar field
- Ability to communicate effectively verbally and in writing
- Ability to work in a professional setting and represent the Bar Association in public settings
- Strong writer and proof-reader
- Experience with social media, basic video production, and common computer software programs, such as Word, Excel and PowerPoint, preferred
- High attention to detail, able to work independently
- Ability to effectively multi-task and prioritize tasks efficiently

### To Apply

Please submit a cover letter and resume to Stacy Williams at [stacy@hillsbar.com](mailto:stacy@hillsbar.com).

### About the Hillsborough County Bar Association

The Hillsborough County Bar Association is one of the largest voluntary bar associations in Florida with a membership of approximately 3,600 attorneys, judges and legal professionals. The HCBA is a vibrant, diverse organization that has earned a national reputation for its outstanding programs and events. We coordinate a variety of large and small events and programs annually for our members, including the annual Bench Bar Conference, membership luncheons, continuing education seminars, and public outreach programs. Website: [www.hillsbar.com](http://www.hillsbar.com).