



Rincon Band of Luiseno Indians

Contact Us:

One Government Center
Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

www.rincon-nsn.gov



JOB ANNOUNCEMENT

Title: Communications Intern

Requisition Num.: 2026-030

Open Date: 08/14/2026

Closing Date: Until Filled

Department: Communications

Classification: Casual/Non-Exempt

Salary: Commensurate with Experience

Location: Valley Center, CA

Opportunity: Under the direction of the Communications Manager, the Communications Intern receives structured, practical experience supporting the Rincon Tribal Government's internal and external communications. The intern assists with content development, digital communications, campaign and event support, and routine communications projects while learning applicable approval, brand, confidentiality, records, and government communication standards. Work is performed under supervision and does not include independent authority to publish, speak for the Tribe, commit funds, or approve final communications.

ESSENTIAL DUTIES & RESPONSIBILITIES

Duties should reflect support-level responsibilities appropriate for an intern.

- Assist with drafting, proofreading, editing, and formatting newsletters, notices, flyers, web content, social media content, and other communications materials.
- Support development and scheduling of approved social media and digital content in accordance with established messaging, brand, and approval requirements.
- Help maintain content calendars, project trackers, media lists, asset libraries, and communications files.
- Assist with communications campaigns and promotions by researching audiences, gathering information, proposing content concepts, and preparing draft materials.
- Support community meetings, events, programs, and outreach activities, including pre-event promotion, approved remote or on-site content support, and post-event recaps.
- Create or revise basic visual materials using approved design software and templates, including Adobe Creative Cloud applications, Canva, or comparable tools authorized by the department.
- Assist with basic photography, short-form video, image selection, captioning, and digital asset organization, as assigned and within approved protocols.
- Collect and organize basic engagement information and assist with preparing summaries of communications activity and results.
- Coordinate professionally with Tribal Government departments to gather approved information and meet project deadlines.
- Participate in regular supervision, training, and feedback sessions and maintain a learning/work log or project portfolio as directed.

To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it into the Human Resources Department at the Government Center, or emailing it to jobs@rincon-nsn.gov.

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

Applications which are not completely filled out will not be considered.

Preference:

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

ESSENTIAL DUTIES & RESPONSIBILITIES'D

- Protect confidential, culturally sensitive, personnel, legal, and governmental information and immediately refer uncertain disclosure or publication questions to the Communications Manager.
- Perform other related learning assignments and communications support duties within the scope of the internship.

SCOPE & LIMITATIONS OF ROLE

- This position is support in nature and does not include independent decision-making authority.
- Access to Communications systems, platforms, digital assets, files, and information will be limited to what is necessary for assigned duties.
- The intern will not have authority to independently publish or release content, respond to media inquiries, approve official communications, make purchases, enter agreements, or commit Tribal resources.
- Work is performed under direct supervision and review.
- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Maintain a clean and safe working environment.
- Adhere to safety standards and regulations of the Tribal Council.
- Handle all confidential and proprietary information in accordance with policies and procedures.

EDUCATION/EXPERIENCE AND/OR TRAINING:

- Current enrollment in, or recent completion of, a college or university program in communications, advertising, marketing, public relations, journalism, digital media, graphic design, or a closely related field.
- High school diploma or GED.
- Demonstrated ability to write clearly, proofread carefully, organize assignments, meet deadlines, and communicate professionally.
- Basic working knowledge of social media platforms and common office productivity tools.
- Ability to work effectively with individuals from diverse backgrounds and to receive and apply feedback.
- Ability to maintain confidentiality and exercise sound judgment with sensitive information.

PREFERRED QUALIFICATIONS

- Coursework or experience in content creation, advertising, marketing campaigns, event promotion, editorial work, or brand partnerships.
- Experience with Adobe Creative Cloud applications, including Photoshop, or comparable design tools.
- Experience developing content for social media, blogs, newsletters, student publications, or community organizations.
- Basic photography, video editing, analytics, or project coordination experience.
- Interest in learning about Tribal government communications and culturally responsible public information practices.

Selection Process:

All applications will be reviewed, and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess job related education, experience and training. All prospective employees must live within a 50-Mile Radius from the Rincon Government Center.

Resumes will not be accepted in lieu of completed application forms but may be attached.

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Rincon Tribal Government – Core Values

Trust

Integrity

Open and Honest Communication
