



**Contact:**

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## Planning & Digital Content Fellowship

**Job Category:** Fellow/Intern  
**Experience Required:** Current or Recent Enrollment in Graduate Program  
**Compensation:** \$13.50 per hour + \$30/month phone stipend  
**Hours per Week:** Up to 10  
**Date Created:** September 27, 2016

Blackhawk Hills Regional Council, a non-profit regional planning commission, seeks to hire a Planning & Digital Content Fellow. The fellow will apply his or her knowledge, skills, and experience towards planning research, maintaining the council's social media platforms and digital newsletter, sharing/generating content, and educating and training non-profits and businesses in the use of social media.

### Essential Functions

- Planning Research: research and analyze issues in rural and regional planning, as well as community and economic development
- Social Media: maintain existing and develop new social media accounts as needed. Post to each account at least three times per week, under the direction of the Executive Director and Office Manager
- Digital Newsletter: solicit content and distribute monthly newsletter
- Education and Training: develop classes for small business, as well as non-profit and governmental entities
- Works under the direction of the Executive Director and Office Manager on other duties as assigned

### Knowledge, Skills, & Abilities

Strong research, analysis (both qualitative and quantitative), and communication skills. Comprehensive experience with social media is necessary, including Facebook, Instagram, Pinterest, and Twitter. Google AdWords experience is ideal. Experience using WordPress in a professional setting is also desirable.

### Education & Experience

Should be enrolled in a graduate degree program in communications, marketing, community and economic development, urban planning, or a related field or have completed such program within the past eighteen months.

### Timeframe & Schedule

Six-month duration, following the effective start date. No provision exists for extension, part-time, or full-time employment. Up to 10 hours per work, with work-from-home accommodation possible.



## Goals

The fellow will develop greater familiarity with various planning issues and become skilled in managing social media accounts for a small non-profit. In addition, the fellow will develop skills to comfortably and professionally host public workshops.

## About Blackhawk Hills Regional Council

Blackhawk Hills Regional Council is a non-profit regional planning commission based in Rock Falls, IL, which serves Carroll, Jo Daviess, Lee, Ogle, Stephenson, and Whiteside counties. Blackhawk Hills provides administration, collaboration, fact-finding, grant-writing, mapping, and planning services to various constituencies, with emphasis on community and economic development and natural resources conservation. The Council is sponsored by local county boards and Soil and Water Conservation Districts and is overseen by an 18-member council, consisting of three representatives from each of the six counties. Questions about the Council may be directed to (815) 625-3854 or [info@blackhawkhills.com](mailto:info@blackhawkhills.com).

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