

ROOFERS[®]

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Job Title	Content Intern
Reports To	Chief of Staff
Salary	\$15.00/hour
Exempt/Non-Exempt	Part-time, non-exempt
Department	
Summary	This internship is an opportunity to learn more about the roofing industry as well as how a modern, digital publication operates. This position will support the accounts team with basic web editing, content support, and other duties. This is an opportunity for learning and RCS is happy to coordinate with any institution to get approval for the intern to earn credit while employed with RCS.
RCS Core Values	<ul style="list-style-type: none"> • RCS Crew - Being part of the RCS Crew is to work in an environment that constantly uplifts, challenges and listens. No one person is more important than another with every crew member accountable to the overall crew success. Crewmates are humble working through teachable moments for themselves and others in a drama- free workplace. By embracing an unpretentious and respectful attitude, the inner strength of every RCS Crew member is reflected in the crew as a whole. • RCS Power - An RCS Crewmate is an adaptable partner always striving for balance and mutual trust. The power of RCS comes from investing in our crew as they evolve in their career and by providing opportunities to learn and grow. The Power of an RCS Crew member is their ability to adapt to a new situation, working as a part of a crew to accomplish what needs to be done while never losing sight of their true priority - taking care of themselves and loved ones. • The RCS Experience - Crew members, partners, contractors and everyone who interacts with RCS will feel respected, welcomed, wanted and valued. They will be inspired by the crew’s passion for their success and carry that through to their own lives and businesses. A true partnership, the RCS experience is built around honest, authentic conversations with full transparency into goal achievement. • On-it! - RCS Crew mates who are “On-it!” understand there is a sense of urgency with all tasks and are equally responsive to messages, problems and inquiries from both customers and coworkers. “On-it!” crew members are tenacious – determined to succeed, see tasks through to completion and solve problems big and small. They are communicative about their time, questions, capacity and concerns. <p>All employees of RCS will have demonstrated a commitment to the above core values.</p>
Primary Responsibilities	<ul style="list-style-type: none"> • Content management • Basic web editing and design
Supervisory Responsibilities	<ul style="list-style-type: none"> • None
Education	<ul style="list-style-type: none"> • Current student in either High School or any post-secondary institution.

Knowledge, Skill and Experience Required	<ul style="list-style-type: none"> • Strong relationship-building skills and experience • Excellent organizational skills • Strong written and verbal communication skills • Proficient in Microsoft Office Suite i.e., Outlook, PowerPoint, Word, Excel
Knowledge, Skill and Experience Preferred but not required	<ul style="list-style-type: none"> • Roofing industry knowledge and relationships • Basic website support and editing • Basecamp familiarity • Knowledge of AP Style
Working Conditions and Physical Demands	<ul style="list-style-type: none"> • Work will be remote • Applicants must use their own computer and cell phone • Approximately 10-20 hours a week depending on applicants' availability