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Internship – Community Team

Red Hat's Community team in Open Source and Standards is looking for a dynamic student intern who's willing to work hands-on with some of our open source communities. This position is ideal for a student studying fields related to communications, writing, computer science, technology, etc. Written and spoken communication skills are critical. You must be organized and able to both create and follow processes.

You'll be working with a group of professional community leads assisting them in their day to day community tasks. This team is based all over the world and you will work with all of them. There is one member based in Brno to help you directly.

Responsibilities:

- Assist with managing, ordering, and shipping swag (t-shirts, hats, etc.)
 - Contacting and negotiating with local vendors
 - Preparing estimates and proofing samples
 - Working with Red Hat logistics for swag distribution
- Content and Communication Management
 - Helping people complete and remember to complete blog posts, etc.
 - Editing content as needed
 - Scheduling and posting content on various websites
 - Writing original content and event reports
 - Creating and/or maintaining documentation templates (asciidoc?)
 - Converting documentation from older markup formats to current ones.
- Event Planning
- Community Outreach
- Other duties as assigned including helping with paperwork, reporting and working tradeshow booths

Requirements:

- Interest in Open Source
- Familiarity with Linux and willing to learn
- Excellent Spoken/Written English proficiency
- Spoken/Written Czech proficiency helpful
- Able and willing to communicate via email, messenger, and video conferencing
- Programming experience helpful, but not required
- Desire to grow into a community lead role

Send your applications with enclosed CVs in English to **Tereza Ticha** **Tereza Ticha** at tticha@redhat.com.

Please name email "Internship – Community Team".