



## Communications/Marketing Internship Fairfield Township, Butler County Ohio

**Job Title:** Seasonal Communications/Marketing Intern

**Department:** Administration Department

**Reports to:** Township Administrator

**Pay Classification:** Hourly/Non-Exempt (full or part-time) \$15.00 per hour

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**Summary:** Fairfield Township is seeking a motivated seasonal communication/marketing intern to join our team this summer. This is an exciting opportunity to gain hands-on experience. Depending on skillset, this individual will assist with communications tasks including, but not limited to: Writing and editing; photo and video production and editing; web and social media content and analytics; graphic design; media relations; etc. The intern will help promote Fairfield Township services, programs, and events through the creation of content for the social media pages, website, email marketing, and print media.

Interns will work a flexible schedule, working no more than 30 hours each week. The position is scheduled to begin in May and will conclude no later than September 1<sup>st</sup>.

**Primary Responsibilities:** include the following and other duties as assigned.

### EXAMPLES OF WORK PERFORMED:

- Assist in content creation for social media, website, email marketing.
- Assist with the development and implementation of internal/external communications, engagement, and outreach.
- Develop creative concepts and communication plans for special projects.
- Write news releases, website copy, and social media content.
- Create public awareness campaigns for Township services and initiatives. Contribute ideas/pitches to Township Administration

### DESIRABLE KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong social media skills, including filming and editing videos.
- Proficiency in use of Microsoft Office.
- Proficiency in graphic design, Adobe Creative Suite preferred.
- Strong organizational and time management skills.
- Strong writing, verbal and interpersonal communication skills.
- Ability to maintain attention to detail and ability to work effectively under pressure and within deadlines.
- Ability to manage multiple tasks with multiple priorities.

- Ability to establish and maintain effective working relationships with township employees and the general public.
- Ability to understand and follow oral and/or written instructions.

**Qualifications:**

- Currently majoring in communications, marketing, journalism, public relations, or other related field.
- Must possess and retain a valid Ohio driver's license and be insurable through the Township's insurance carrier.

**Attendance:**

- The Administration Building hours are 8:00 a.m. to 4:30 p.m. Position does not exceed 30 hr./week.
- Ability to work other than normal working hours, and to work various events necessary.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The majority of the duties of this job are performed inside a climate-controlled office setting. Some of the responsibilities of this position require on-site visits and events located on unimproved and off-road areas. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

**Selection Process**

Applicants must submit a cover letter, resume, and references to Township Administrator by May 1<sup>st</sup>.

**Equal Employment Opportunity Statement**

Fairfield Township provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. Fairfield Township complies with applicable state and local laws governing non-discrimination in employment in every location in which the Township has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Fairfield Township expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of Fairfield Township employees to perform their expected job duties is absolutely not tolerated.