

Digital Communications Intern



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **JOB TITLE**  Digital Communications Intern | | **SUPERVISOR RESPONSIBILITY**  NONE | **DIVISION/DEPARTMENT**  Investigations, Police Department | |
| **LOCATION**  Pittsburg, KS 66762 | | PART-TIME – 10-20; Max 20/wk | **DATE WRITTEN**  10/2013; revised 11/01/2018 | |
| **REPORTS TO**  Crime Analyst  Investigations Lieutenant  Chief of Police | **PAY RANGE** $10/hr hourly non-exempt | | **EDUCATION/EXPERIENCE**  Must be enrolled in a local college or university and degree seeking.  Required to be sophomore level or above. | |
| **OVERTIME EXPECTATIONS**  None | **OVERTIME PAY/TRAVEL REQUIREMENTS**  N/A- Travel not required unless directed and approved | | | **BENEFITS**  Not eligible for benefits |
| **JOB OBJECTIVE**  This position provides support to the Department’s Public Information Officer Team by creating, publishing, and managing content on various social media platforms for other community outreach projects. | | | | |
| **ESSENTIAL FUNCTIONS**  Create, publish, and manage content for use on the Department’s various social media and community outreach platforms.  Review and respond to direct communications from the community received via the department’s various social media platforms; direct inquiries or information to the appropriate department personnel as applicable.  Work with personnel from other units and divisions to provide crime prevention information to the public in an effort to combat current crime trends and problems faced by the city.  Assist the Office of the Chief with creation of an annual public departmental report.  Use desktop publishing, word processing, video editing, social media management tools, image editing software, and other useful software.  Research and provide guidance to the command staff on new social media and community outreach platforms.  Other duties and responsibilities as may be necessary or required. | | | | |
| **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED**  Ability to plan, create, and edit digital content, which is professional, engaging, and appropriate.  Proficient with or ability to learn and be effective in using a number of desktop publishing, word processing, video editing, social media management tools, image editing software, and other useful software.  Ability to interact and communicate effectively with members of the department, other law enforcement agencies or government personnel, and community members on an individual and group setting.  Self-motivated, organized, and able to multi-task.  Completes projects as directed. | | | | |
| **WORK REQUIREMENTS:** *The environment characteristics described here are representative of those an employee encounters while performing essential functions.*  Work environment is primarily in a general office setting. Computer and typing skills; Handling phone calls.  Must pass a background check and drug screen. | | | | |
| **PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*  Sitting, typing, standing, walking, and lifting. Must have the ability to hear and speak in a conversational voice at a distance and on the telephone. | | | | |