

Marketing Intern



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| **JOB TITLE**  Marketing Intern | | **SUPERVISOR RESPONSIBILITY**  NONE | **DIVISION/DEPARTMENT**  Administration | |
| **LOCATION**  Pittsburg, KS 66762 | | PART-TIME – 10-20; Max 20/week | **DATE WRITTEN**  7/30/19 | |
| **REPORTS TO**  Public Information Manager | **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 Public Information Manager by creating, publishing and managing content on various City communication platforms. | | | | |
| **ESSENTIAL FUNCTIONS**  Create, publish, and manage content for use on the City’s various communications platforms, including the City’s website, social media pages, local cable Channel 6, and print media.  Use desktop publishing, word processing, video editing, social media management tools, image editing software and other tools to create marketing assets for the City.  Other duties and responsibilities as may be necessary or required. | | | | |
| **PREFERRED SKILLS, KNOWLEDGE AND ABILITIES:**  Excellent written communication skills and a strong grasp of grammatical rules. Copywriting and copyediting experience is a plus.  Ability to plan, create and edit social media content that is professional, engaging and appropriate for City Government.  Familiarity with social media platforms including (but not limited to) Facebook, Twitter, Instagram, LinkedIn, etc.  Proficiency 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. Experience with Adobe Creative Suite (e.g. Photoshop, InDesign, etc.) and photography experience is a plus.  An eye for photography and photo editing skills a plus.  Experience publishing and editing website content. Familiarity with WordPress is a plus.  Ability to interact and communicate effectively with City department staff, government personnel and community members on an individual and/or group setting.  Self-motivated, organized and able to multi-task.  Ability to complete projects as directed and meets deadlines. | | | | |
| **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. | | | | |