

Job Description

Position: Marketing & Communications Student Intern	Classification: Non-Exempt
Department: Administration	Reports to: Marketing & Communications Director
Salary Grade Level: 1	Position Type: Full Time Temporary

Job Summary:

Under limited supervision, the Marketing & Communications Student Intern performs entry-level professional duties of moderate difficulty providing the opportunity for professional training in the Marketing and Communications career field. Performs assigned duties to acquire knowledge of methods, procedures, and standards, required for successful performance. May perform duties such as gathering and organizing data to provide information for departmental special projects, videos and reports; accompany the Marketing & Communications Director on assignments, and provide technical and/or administrative support for Marketing & Communications operations.

This position will also learn the duties of :

Specific Duties:

- Help maintain the City of Dayton presence on various social media platforms, including at a minimum Twitter, Facebook, and Instagram
- Post material in “real-time” during City events and activities
- Create, edit and contribute to a City photo library
- Design flyers, graphics, e-newsletters, and other marketing material
- Collaborate with staff on new ideas, directions, and tools for marketing and communications
- Meets with various departments to identify information to promote
- Assists with scriptwriting and video production
- Performs other related duties as required

Essential Functions:

- Ability to effectively communicate in oral and written communications
- Ability to use general office equipment
- Ability to learn and use software/apps for graphic design, image, and video editing and office productivity
- Ability to multi-task
- May be required to carry, hold, lift, pull, or push items or supplies with a maximum weight of 35 pounds

Required Education, Degrees, Certificates, and/or Licenses:

- Enrolled in DISD/Secondary High School

- Drivers license preferred

Acceptable Experience and Training:

A combination of education and experience that indicates a level of skill and knowledge necessary to fulfill the duties of this position may be considered in lieu of the education and experience requirements listed above.

Note:

This job description is intended to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this position. Duties, responsibilities, and actions may change at any time without prior notice.

The employee signature below constitutes the employee's understanding of the requirements, essential functions, and duties of the position.

Print Name:_____

Employee Signature:_____ **Date:**_____

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