
COMMUNICATION INTERN JOB DESCRIPTION



JOB TITLE: Communication Intern
FLSA CLASSIFICATION: Temporary, Unpaid Position
DEPARTMENT: Communications
IMMEDIATE SUPERVISOR: Communications Director

POSITION FOCUS:

Dolton Park District is seeking an individual interest in influencer-marketing and community engagement, with a creative spirit and an eye for detail. The Communications Intern is a temporary position that will work directly with the Communications Director for Dolton Park District. During the internship, the Communications Intern will have an opportunity to work in all aspects of the department, including but not limited to: social media, design, public relations, digital advertising, event management, and community relations. This position will foster a creative learning and work environment that will encourage creative growth and attention to details. As a hands-on Parks & Recreation position students will have an opportunity to network and build beneficial working relationships. Students will also be able to tap into their creativity and produce innovative initiatives that highlight the park's mission. The Communication Intern primary focus will be content development across all park platforms. Students will also have access to shadow media professionals that have studied and worked in journalism, public relations, broadcast media, marketing, digital design, and communications. Interns will be provided assignments that will be completed individually or in team settings based on the tasks. At the end of the assignment, interns will be given a print and digital copy of their work to contribute to their professional portfolio which will include a work evaluation.

QUALIFICATIONS:

- Looking to obtain hands on field experience for school credit.
- Familiarity with social media platforms such as Facebook, Instagram, Twitter, SnapChat, TikTok, and YouTube.
- Has a creative edge and can capture a moment and story through photography and film.
- Possess friendly and effective interpersonal, written, verbal and telephone communication skills.
- Familiar with Microsoft Office and Adobe applications as well as film editing software.
- Understands communications, public relations and marketing concepts and strategies.
- Ability to work independently and within a team structure.
- Ability to maintain self-control and composure in difficult situations.
- Endure physical components of frequent sitting, walking, reaching, and can be on your feet for extended periods of time.
- Ability to multitask and prioritize daily.
- Can accept and give constructive feedback.

EDUCATION AND EXPERIENCE:

- High School seniors or college students.
- Entering in the fields of or related to integrated marketing communication such as public relations, digital design, photography, communications, journalism.
- Has a good understanding of the latest marketing trends and techniques.
- Has a general understanding of Parks & Recreation.

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HOURS AND ATMOSPHERE:

This opportunity will take place approximately June through August. The communication intern is required to work 15 to 20 hours per week with flexibility to work all shifts on weekdays and weekends. Communication Interns will work in various environments. While the main workspace will be the Communication office, interns will be asked to attend events offsite that will be indoors and outdoors.

INTERN ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Attend logistics meetings for special events and fundraisers as well as volunteer meetings.
- Engage in meetings with the Communications Director, Public Relations Consultant, and Communication Chair as needed regarding assignments and initiatives.
- Evaluate marketing strategies to advertise special events and programs through various channels.
- Plan, update, and follow social media calendar.
- Create contents for Facebook, Instagram, Twitter, SnapChat, TikTok, and YouTube.
- Represent the park district at community events to promote recreation, education, and leisure activities.
- Maintain the digital and print database of media content.
- Other related duties as assigned.

Dolton Park District is an equal opportunity employer. This job description is intended to describe the general content of and requirement for the performance of this position. It is not to be constructed as an exhaustive statement of duties, responsibilities or requirements, and additional duties may be assigned at any time.

Please send a completed Dolton Park District application to our Administration Department, Attn: Hiring Department, 721 Engle St., Dolton, IL 60419, email at contactus@doltonparkdistrict.org or by fax at 708-841-2177.