

## **JOB DESCRIPTION**

### **MARKETING INTERN**

<b>Status:</b>	<b>Seasonal</b>
<b>Reports To:</b>	<b>Volunteer Services/Communications Specialist</b>
<b>Starting Salary:</b>	<b>\$11.00/hr. 15-20 hrs./wk. per semester</b>
<b>Classification:</b>	<b>Regular</b> – Employee does not routinely have supervisory responsibilities.

The position of **Marketing Intern** directly involves but is not limited to the following duties:

1. Assists Volunteer Services and Communications Specialist with the following types of projects: graphic design, photography, social media marketing, web marketing, app content, creating and adjusting content for the website, attending pertinent meetings, visual communications, print marketing and general marketing in addition to other duties listed.
2. Works variable hours including evenings, weekends, and holidays as needed. Attends the major events of the semester
3. Assists park visitors and volunteers when needed. Must be courteous and helpful at all times. Must be a positive representative of the Wood County Park District.
4. Works effectively with the public, assorted agencies, and staff at all levels.
5. Able to move on own volition and carry items between 5 and 20 pounds.
6. Performs other duties as assigned by the Volunteer Services and Communications Specialist or the Director that are deemed appropriate and necessary for the position.

#### **Qualifications/ Requirements:**

Must have a minimum high school diploma or G.E.D., but further education is preferred. Must possess a valid driver's license. Must possess good organizational, social media, graphic design, and communication skills.

Must demonstrate the ability to use graphic design software, computer office software, spreadsheets, word processing, and databases.