

Community Affairs Intern

The Village of Canal Winchester is a vibrant and historic town located approximately 15 miles southeast of downtown Columbus. This growing community, which boasts plenty of small town charm, is expected to reach city-status after the 2010 census is complete.

The municipality is looking for an intern to assist the Community Affairs Department with writing, editing, graphic design, media relations, special event planning and other related tasks. Internship start and end dates as well as work hours are flexible. Priority will be given to students who can commit to the position through the end of fall quarter/semester for a minimum of 10 hours per week.

The internship is unpaid but can be available for college credit. Candidates may apply at anytime during the year but are encouraged to apply as soon as possible to be considered for the current opening. Please forward a cover letter, resume and a writing sample to:

Carrie Hoover
Community Affairs Director
Village of Canal Winchester
36 S. High Street
Canal Winchester, OH 43110
choover@canalwinchesterohio.gov

Internship Responsibilities:

- Assist with researching, drafting and editing documents such as press releases and newsletter articles
- Assist with design and layout of newsletters and other marketing materials
- Assist with the village's social networking activities
- Track traditional and social media coverage related to the village
- Write content for village's website and assist with general updates to the site through Web content management system
- Assist with coordination, publicity and on-site production of events
- Take photos of events and landmarks and maintain database of these photos
- Help respond to questions and requests for information from the community and general public
- Assist at the community center and municipal pool as needed

Minimum Qualifications:

- College student pursuing a degree in Marketing, Communications, Journalism, Public Relations or other related field
- Prior internship or related work experience preferred
- General knowledge of AP style writing
- Proficient in Microsoft Office