

MONTGOMERY COUNTY

HUMAN RESOURCES DEPARTMENT
MONTGOMERY COUNTY • VIRGINIA
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INTERN/PUBLIC INFORMATION OFFICE (SPRING SEMESTER)

Montgomery County Government Center

#1272020-1

Montgomery County's Public Information Office seeks spring semester Intern 10-15 hours per week to assist with photography, social media, and other duties. Paid internship, \$12/hour and flexible hours during the regular work week. This internship will work under the Multimedia Producer and is supervised by the Public Information Director from the Government Center location at 755 Roanoke St., Christiansburg, Virginia.

Position requires a person with strong communication and organizational skills who can work collaboratively with county staff in a team environment, as well as independently. Previous experience with photography, editing, and relevant software preferred. Requires high school education with at least two years of experience in office administration and demonstrated proficiency in the use of MS Office, including Word, Excel, and Outlook.

Applications must be submitted along with a resume, cover letter, and link to an online portfolio. Interested candidates must apply by **5:00 PM, February 10, 2020** to be considered. Online application available at <http://www.montgomerycountyva.gov/hr>. For more information or to request application assistance for disabilities, contact Human Resources at (540) 394-2007.

Montgomery County, VA is an Equal Opportunity Employer committed to nondiscrimination in recruitment, selection, hiring, pay, promotion retention or other personnel action affecting employees or candidates for employment. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex/gender, national origin, disability or protected veteran status.