



**CLICK HERE  
TO APPLY**

**Intern**

**Economic Development**

Part-time, Temporary

FLSA: Non-Exempt

Reports to: Full-Time Staff as assigned

Staff Supervisory Responsibility: No

**We Value**

Trustworthiness  
Openness  
The Highest Ethics  
Efficient Stewardship  
Knowledge  
Collaboration  
Service  
People

General Service Areas/Conditions: Primarily indoor office environment in various departments and public event presence as needed. Ability to occasionally lift and/or move up to 25 lbs. Frequently interacts with the public. Some nights and weekends could be required as needed.

**Makes a daily difference in the Campbell County organization and locality through: hard work, open and honest communication, ongoing improvement and accountability.**

**Performs with excellence, the following tasks, including but not limited to:**

**Job Responsibilities**

- Public Relations & Communication
- Coordinate events for the small business outreach program
- Responsible for drafting and distribution of press releases pertaining to grants and other Economic Development projects.
- Represent Economic Development at Community Engagement Events
- Content Creation for the Economic Development department to include, but not limited to:
  - Newsletter
  - Brochure
  - Social media accounts

**Core Skill Sets:**

- Ability to work in a fast paced environment and to manage multiple projects simultaneously
- Skilled in analytical research, problem solving, and decision-making.
- Comfortable engaging with the public and business community on a regular basis.
- Creativity- demonstrate the ability to develop strategies for keeping Economic Development engaged with the local business community.
- Strong verbal and written communication.
- Proficient with the use of Adobe Creative Cloud (Illustrator, InDesign, etc.) or similar graphic design programs.
- Excellent technical skills including the use of Microsoft Office Suite (Word, Excel, Outlook and PowerPoint).
- Passion for Social Media and emerging technology. Must be well versed in social media best marketing practices.
- General understanding and ability to utilize the County's adopted software platform.

**Qualifications:**

- Must at least be a Sophomore in College
- Valid Virginia Drivers' License and insurable under the County's policy.
- Completion of National Incident Management System (IS-100 and IS- 700 or NIMS equivalent) within 90 days of employment.