



**CLICK HERE
TO APPLY**

Intern - Digital Marketing & Communication

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.

Job Responsibilities

- Public Relations & Communication
- Represent Economic Development at Community Engagement Events
- Content Creation for the Economic Development department to include, but not limited to:
- Newsletter
- Social media accounts
- Data Tracking

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.
- 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.