



Communications Intern (Office of Economic Vitality)

Rate: \$13.00 per hour

The Office of Economic Vitality is seeking a creative, motivated and results-oriented Communications intern to join our team in Tallahassee, Florida. This position is a paid internship and offers hands-on experience with a fast-paced local government agency that will be invaluable to anyone pursuing a career in communications.

The Office of Economic Vitality's Marketing and Communications Department works to develop and implement events, promotions, marketing strategies, research, and advertising designed to increase awareness of OEV and its services. Under the direction of the Business Outreach and Marketing Coordinator, the Communications intern will assist in drafting communications materials, generating social media content, managing website updates, planning events, and other activities promoting OEV to partners, stakeholders, and the general public.

Qualifications:

- Must be able to commit to a minimum of 20 hours per week during normal business hours (9 a.m. – 5 p.m.).
- Strong writing skills and knowledge of AP style.
- Knowledge and experience using WordPress.
- Knowledge and experience using Microsoft Excel, PowerPoint, and Word, as well as Microsoft Teams.
- Experience with social media platforms including Facebook, Instagram, Twitter, LinkedIn and YouTube.
- Graphic design experience is preferred.

Applications must be submitted by Friday, August 13, 2021. The application is available online at https://cotjobs.psft.talgov.com/psp/aplyonl/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_JBPST_FL&Action=U&FOCUS=Applicant&SiteId=1&JobOpeningId=181494&PostInSeq=1.