

# Greene County Parks Internships

All of the internships with Greene County Parks are non-paid positions however, housing is available. A minimum of 20 hours but no more than 40 hours per week is preferred. Hours are flexible and may include evenings and weekends.

## Marketing and Public Relations Internship

Responsibilities include:

- Complete content, design and layout of Activity Guide
- Coordinate distribution of Activity Guides to local businesses and organizations
- Prepare program flyers & other marketing material
- Assist in securing corporate sponsors for programs and events
- Assist with website updates, videos, podcasts and social media
- Provide media with media releases, media advisories and public service announcements
- Assist with photographing events, programs and facilities

Requirements include:

- Excellent verbal and written communication skills including editing and proofreading
- Skilled in desktop publishing
- Preferred Adobe InDesign, Adobe Dreamweaver, Front Page, Microsoft Office and Internet research
- Experience with social networking sites such as Facebook and Twitter

## Special Events Internship



Responsibilities include:

- Assist with planning and coordination
- Assist in securing sponsorships and donations
- Assist with coordinating volunteers

Requirements include:

- Must have good communication, interpersonal and presentation skills
- Must be a team player with creativity, imagination and energy
- Willingness to help with a variety of different tasks and projects

For more information or to submit your resume contact  
Andrea Malavich, Events Manager  
amalavich@co.greene.oh.us  
937-562-7404

*Greene County*  
**PARKS**  
WWW.CO.GREENE.OH.US/PARKS • 937-562-7440