



COUNTY OF SUMMIT, OHIO

SUMMIT

Community Relations Intern (PAID)

Below you will find the details for the position including any supplementary documentation and questions you should review before applying for this position, please click the **Apply for this Job** link/button.

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Position Details

Job Information

Appointing Authority	Summit County Children Services
Department/Division	Children Services
Full Time/Part Time	Part Time
Regular/Temporary	Temporary
Work Schedule	Monday – Friday; hours can vary.

Reporting directly to the Department Director, Community Relations, the Community Relations Intern provides administrative support to the Community Relations Department.

Job Description

The Community Relation Intern is committed to practicing cultural competence by working respectfully and effectively with people of all cultures, classes, races, genders, ethnic backgrounds, religions, sexual orientations, mental and physical abilities in a manner that respects and preserves the dignity of all. The Community Relations Intern commits to adhere to the organization's values at all times.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

3rd or 4th year student or recent graduate, pursuing a Bachelor's or Master's Degree in Public Relations, Communication, Journalism, or related field of study. Ability to work evenings and weekends required.

Required Qualifications

Computer Skills

To perform this job successfully, an individual must have proficiency in AP Style, and demonstrated knowledge in Microsoft Office products including, but not limited to Word, Excel, and Access. Experience with cloud-based software (e.g., Dropbox, Canva) and social media platforms and management tools required.

Knowledge of Adobe Creative Suite and Graphic Design experience preferred. Familiarity and proficiency with Search Engine Optimization (SEO) writing preferred.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, regulations. Ability to write reports and business correspondence. Ability to effectively present information and ideas to groups of managers, clients, and the general public.

Ability to write in various public relations formats (e.g., press releases, social media posts, etc.); excellent spelling and grammar skills.

Preferred Qualifications

Pre-Employment Testing Requirements

Criminal Background Check, Pre-employment Drug and Alcohol Testing

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the major functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is routinely exposed to outside weather conditions. The work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the major functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to manipulate objects, tools, or equipment; reach; stand; walk; and talk or hear. The employee is frequently required to stand and walk.

The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to twenty-five (25) pounds, occasionally lift and/or move up to fifty (50) pounds and rarely lift and/or move up to one hundred (100) pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to focus.

Licensing/Certification

Incumbent must possess a valid State of Ohio drivers' license with no more than eight (8) points on his/her driver's license and no more than six (6) points to drive an agency vehicle. Incumbent must also possess a valid Ohio Administrative Code (OAC) at all times.

Incumbent must also adhere to agency policies that address these topics.

Additional Information

Supervisory Responsibilities

This position has no supervisory responsibilities.

Other Qualifications

Regular attendance is required. Incumbent must adhere to Agency policies regarding use of time off at all times.

Incumbent is required to adhere to Agency rules & regulations and support the mission, vision & guiding principles of the Agency.

Incumbent is required to travel to/from Agency meetings within the County and State as directed by the Executive Director, and as required for job duties. Travel requires the use of a vehicle insured in the incumbent's name.

owned vehicle is secured. Personal vehicles must be in good working order and appropriately accommodate passengers. Incumbent must have excellent interpersonal and customer service skills.

Job Duties

Job Duty Name

Essential Job Duties and Responsibilities

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Assists with the planning and execution of various Community Outreach events and agency-sponsored events.

Supports the agency branding initiatives, resulting in an integrated branding and marketing strategy; Identifies and implements best practices for outreach strategies through data analysis and market research.

Assists with all agency communication strategies (social media, print, online, media relations, content marketing) timely, and consistent information across various spectrum of communications; Follows communication and marketing trends and abreast of new technologies; Prepares strategic content and design of all agency promotional publications, news releases prepared for external and internal customers subject to approval by Chain of Command.

Represents the agency in community activities, participates in visible community events and supports various Social Media initiatives; Works, at all times, to promote and protect SCCS' reputation as a responsible and effective social service provider for the efficacy of its programs.

Assists with SCCS Foster Care Recruitment activities, including attendance at events, working with agency staff and preparing materials for prospective Foster/Adoptive parents, as directed.

Description of Job Duty

Assists in the planning, coordination and execution of the National Child Abuse Prevention Month initiatives for Social Services.

Assists with donor development and management through programs and activities to enlist new contributors and solicit contributions for fund development initiatives and seasonal donations to the agency.

Operates office machines, such as photocopiers and scanners, facsimile machines, voice mail systems and personal computers in a competent and efficient manner.

Assists other agency departments as directed and provides coverage for the Community Relations Department and other teams to ensure work is completed accurately and within a timely manner.

Assists in the orientation/shadowing of other interns, volunteers, etc. as required by the employee's chain of command.

Attends and participates in supervision meetings as established by the employee's chain of command and based on agency needs; Attends and participates in all agency meetings including unit, department, division and all staff meetings.

Attends trainings as identified by the chain of command or where otherwise required/directed.

Adheres to all agency policies and procedures, including but not limited to Professional Ethics and Conflict of Interest.

Job Duty Name

Core Competencies

To perform this job successfully, an individual must demonstrate the following competencies:

1. Adaptability – Adapts to changes in the work environment; Manages competing demands; Changes approach or method to deal with a situation; Able to deal with frequent change, delays, or unexpected events; Reacts well under pressure.

2. Communication – Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Asks pertinent questions; Demonstrates group presentation skills; Participates in meetings. Writes clearly and informatively; Edits copy for grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written data.

3. Customer Service – Manages difficult or emotional client and employee situations; Responds promptly to client requests; Solicits client feedback to improve service; Responds to requests for service and assistance; Meets commitments to clients.

4. Dependability – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Adheres to deadlines; Completes tasks on time or notifies appropriate person in advance of delays; Accepts responsibility for own actions; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person in advance of delays; Follows through on commitments.

5. Diversity – Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on diversity; Promotes a harassment-free environment; Builds a diverse workforce.

6. Ethics – Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and honesty; Adheres to organizational values; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions.

7. Initiative – Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Description of Job Duty

8. Innovation – Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

9. Interpersonal Skills – Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others with attention; Responds to others with tact; Remains open to others' ideas and tries new things; Approaches others in a tactful manner.

10. Motivation – Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Meets deadlines and standards; Takes calculated risks to accomplish goals.

11. Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resource requirements; Organizes or schedules staff and their tasks; Develops realistic action plans.

12. Problem Solving – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional issues.

13. Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and equal opportunity programs.

14. Safety and Security – Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports unsafe conditions; Uses equipment and materials properly.

15. Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Provides feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build rapport and trust; Supports everyone's efforts to succeed.

16. Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Monitor quality; Seeks continuous improvement; Supports quality improvement efforts.

17. Quantity – Meets productivity standards; Completes work in timely manner; Strives to increase productivity.

Requisition Details

Requisition Details

Requisition Number	C/U - 1142023-P
Working Title	Community Relations Intern (PAID)
Posting Type	External/Public Posting
Number of Vacancies	1
Advertised Salary	\$15 Per Hour
Open Date	07/24/2023
Close Date	09/29/2023
Open Until Filled	No
Special Instructions Summary	

Supplemental Questions

Required fields are indicated with an asterisk (*).

- * Are you a Junior/Senior student in college pursuing a degree in Public Relations, Communications, Marketing or another related field?
 - Yes
 - No
- * Are you familiar with Summit County Children Services and what we do?
 - Yes
 - No
- * Do you have demonstrated knowledge/experience in all Microsoft Office products including, Publisher, Adobe InDesign, Canva (or similar Creative Cloud which includes but not limited to InDesign, Premiere Pro, Spark, etc.?
 - Yes
 - No
- * Have you ever interviewed for employment or been employed at SCCS or Summit County? If yes, please give dates and explanations. If (Open Ended Question)
- * Are you related to anyone on the Board of SCCS or anyone employed by SCCS or Summit County? If yes, please give name and relation "No" (Open Ended Question)
- * Have you ever had any involvement with Summit County Children Services or any other child welfare system in any capacity? Please answer questions below and provide explanation if applicable. As a child? As an adult? As a caregiver/provider? Other? If yes, please provide relevant including the State/County where involved (please note that SCCS will conduct a comprehensive Child Welfare Background Check to verify (Open Ended Question)
- * Have you been convicted of or plead guilty to any offense identified in the Ohio Administrative Code (OAC) 5101:2-5-09? If yes, please give explanations. If no, please enter "No" (Open Ended Question)
- * Have your driving privileges ever been denied, suspended or revoked? If yes, please give dates and complete reasons. If no, please enter (Open Ended Question)
- * What is your driver's license number? If you do not possess a driver's license, please enter "N/A". (Open Ended Question)

Documents Needed to Apply

Required Documents

- Resume
- Cover Letter

Optional Documents

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