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 the position, please click the Apply for this Job link/button.

If you would like to bookmark this position for later review, click on the Bookmark link. If you would like to print a copy of this position for your preview link.

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.

Job Description
The Community Relations Intern provides administrative support to the Community Relations Department.

The Community Relations Intern is committed to practicing cultural competence by working respectfully and effectively across 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 agency's mission, vision, and values at all times.

Qualifications
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The required qualifications 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.

Computer Skills
To perform this job successfully, an individual must have proficiency in AP Style, and demonstrated knowledge in products including, but not limited to Word, Excel, and Access. Experience with cloud-based software (e.g., Dropbox) and social media platforms and management tools required. Knowledge of Adobe Creative Suite and Graphic Design experience preferred. Familiarity and proficiency with SEO (Search Engine Optimization) 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 explain complex issues 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 duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job. The noise level in the work environment is usually moderate.

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

Physical Demands
The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to twenty (20) 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 focus.

Licensing/Certification
Incumbent must possess a valid State of Ohio driver’s license with no more than eight (8) points on his/her driving record. The employee must also drive his/her own vehicle and no more than six (6) points to drive an agency vehicle. Incumbent must also adhere to agency policies that address these topics.

Additional Information
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 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 and register in the Agency name.
Incumbent must have excellent interpersonal and customer service skills.

**Job Duties**

### Description of Job Duty

**Job Duty Name**

**Essential 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 implementation of 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 mark abreast of new technologies; Prepares strategic content and design of all agency promotional publications, news 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 SCCS initiatives; Works, at all times, to promote and protect SCCS’ reputation as a responsible and effective social service agency.

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.

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

Assists with donor development and management through programs and activities to enlist new contributors and support 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.

Assists other agency departments as directed and provides coverage for the Community Relations Department a team 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 department.

Attends and participates in all agency meetings including unit, department, division and all staff meetings.

Attends training 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.

**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 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 clarificative questions; Demonstrates group presentation skills; Participates in meetings. Writes clearly and informatively; Edits grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret data.

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

4. Dependability – Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives on time. Follows instructions, responds to management direction; Takes responsibility for own actions.

5. Diversity – Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates co-workers on diversity; promotes a harassment-free environment; Builds a team spirit.

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

8. Innovation – Displays original thinking and creativity; Meets challenges with resourcefulness; Generates unique ideas; 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 emotions under control; Remains open to others’ ideas and tries new things; Approaches others in a tactful man.

10. Motivation – Sets and achieves challenging goals; Demonstrates persistence and overcoming obstacles; Meets excellence; Takes calculated risks to accomplish goals.

11. Planning/Organizing – Prioritizes and plans work activities; Uses time efficiently; Plans for additional resource objectives; 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 with alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emoti.

13. Organizational Support – Follows policies and procedures; Completes administrative tasks correctly and on time.


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

16. Quality – Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Monitor quality.

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 (*).

1. * Are you a Junior/Senior student in college pursuing a degree in Public Relations, Communications, Marketing or another related field?
   • Yes
   • No
2. * Are you familiar with Summit County Children Services and what we do?
   • Yes
   • No
3. * 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
4. * 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)
5. * 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)
6. * 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 relevent including the State/County where involved (please note that SCCS will conduct a comprehensive Child Welfare Background Check to verify (Open Ended Question)
7. * 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)
8. * 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)
9. * What is your driver's license number? If you do not posses a driver's license, please enter "N/A". (Open Ended Question)

Documents Needed to Apply

Required Documents
1. Resume
2. Cover Letter

Optional Documents

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