



Park Hill School District

Building Successful Futures • Each Student • Every Day

Position Description

POSITION TITLE:	Communication Services Intern
F.L.S.A.	Non-Exempt
QUALIFICATIONS:	Senior level or graduate student standing with minimum GPA of 3.0. Working toward degree in journalism, public relations or marketing communications. Experience with Microsoft Office applications and the Internet. Ability to travel between buildings throughout district. Good oral and written communication skills.
REPORTS TO:	Director of Communication Services
TERMS OF EMPLOYMENT:	Spring 2010 semester, 35 hours per week at minimum wage, no benefits

PERFORMANCE RESPONSIBILITIES:

The Communication Services Intern will assist the Director of Communication Services in enhancing the reputation and credibility of the Park Hill School District through communications and community relations activities.

1. Assist with the writing and designing of promotional materials
2. Photograph district activities
3. Help proofread department's written correspondences and publications
4. Help update the district web site and the employee intranet
5. Assist with press releases
6. Archive press releases, articles and photographs
7. Prepare materials for real estate agents and patrons new to the district
8. Help answer public information calls and questions
9. Update Park Hill informational materials

OTHER PERFORMANCE RESPONSIBILITIES:

1. Assist with special events (Hall of Fame, Northland Chamber's Education Banquet and Service Awards Banquet)
2. Assist with meeting preparations and arrangements
3. Assist with mailings
4. Copy newsletters and fliers
5. Attend weekly department meetings
6. Perform other duties as assigned