



Please return a copy of the below position description, a completed Leon County Internship Application, and a copy of your resume to the VolunteerLEON Internship Coordinator. The documents can be sent by mail, fax – (850) 606-1971, or email – bidlingmaiera@leoncountyfl.gov. If you have any questions, please do not hesitate to call the VolunteerLEON office at 606-1970. We look forward to working with you soon and creating lasting internship relationship with you!

| POSITION TITLE |
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| Event-Planning Public Information Intern |

| DEPARTMENT | DEPARTMENT CONTACT |
|---------------------------|--|
| Public Information Office | Jon D. Brown, Public Information Officer |

| DEPARTMENT ADDRESS | TELEPHONE AND FAX NUMBERS |
|------------------------------------|---|
| 301 S. Monroe Street. Fifth Floor. | (850) 606-5300/Office (850) 606-5301/Fax |

| DEPARTMENT CONTACT E-MAIL |
|---------------------------|
| PIO@leoncountyfl.gov |

| BENEFITS |
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| To learn about and help promote a positive image of Leon County Government through event planning and community relations. |

| MAJOR RESPONSIBILITIES |
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| <p>Intern should be able to show measurable results/outcomes of events. As with any promoter position, this is key.</p> <p>Negotiating, budgeting, establishing dates (and/or alternate dates), selecting and reserving event sites, coordinating parking, speakers, location support, decor, signage and more.</p> <p>This is a fast-paced environment that may require several events to be going on at one time. As such, both internal and external communication and organization are vital.</p> <p>Intern will also assist with media relations, which may include (but not limited to) drafting news releases and media advisories to promote county activities; prepare news stories for publication in internal and/or external county or community publications; aid in carrying out the day-to-day operations of the Public Information Office.</p> |

| QUALIFICATIONS |
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| Hospitality, Business Management, Public Relations, Communications and similar majors are ideal. A strong emphasis will be placed on the applicant's ability to intern for two semesters due to the extensive training, as well as his or her knowledge of graphic software, such as Adobe Creative Suite. |

TIME AND PLACE.

20-25 hours/wk, flexible but sometimes irregular hours, due to the nature of this line of work.

COMMITMENT

One academic semester, but preference will be given to those who can commit to two consecutive semesters, due to extensive training.

AVAILABILITY

Any and all semesters

BENEFITS TO THE INTERN

Experience in event planning for a large organization in many capacities
Exposure to communication strategies in a political environment
Ability to get hands-on experience with community leaders on County projects
Understanding of event-planning operations, services, and administration

PLACEMENT OPPORTUNITIES

Up to 3 - Fall Up to 3 - Spring Up to 3 - Summer

AVAILABILITY

Any Semester