



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
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, 5 th Floor	(850) 606-5300/Office (850) 606-5301/Fax

DEPARTMENT CONTACT E-MAIL
PIO@LeonCountyFL.gov

MAJOR OBJECTIVES
The Public Information Office is responsible for public information and education, communications strategy and message development, media and public relations, and the marketing of County programs and services. The office aims to develop and maintain a continuous positive image of Leon County government by fostering proactive and responsive communication with the public.

MAJOR RESPONSIBILITIES
To assist with media relations and special events; draft news releases and media advisories to promote county activities; prepare news stories for publication for internal and/or external publications; some photography, design & page layout and general aid in carrying out the day-to-day operations of the Public Information Office.

QUALIFICATIONS
Prefer Public Relations, Journalism or Communications majors but mostly looking for students who are willing to work and go the extra mile. Punctuality, professionalism and willingness to learn and contribute are key.

TIME AND PLACE
<i>Please include the general hours and days of the week you would like for a student to work with your department and where the student will be performing his/her duties.</i>
Monday through Friday, and on certain occasions, Saturday. Hours vary. Minimum of 20 hours/week.

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

Learn new skills in communications, public relations, real-world media relations and managing a collective message.

PLACEMENT OPPORTUNITIES

Up to 3 - Fall

Up to 3 - Spring

Up to 3 - Summer

AVAILABILITY

Any Semester