



**Job Title:** Marketing/Digital Media Internship  
**Hours:** Up to 20 hours/week  
**Pay:** \$12.00/Hour

Preservation Parks of Delaware County is a growing county-wide park district, providing an excellent opportunity for a student to gain valuable work experience and to be part of a progressive park system.

**Responsibilities:**

- Desktop publishing: Assists marketing manager in the development and coordination of brochures, flyers, posters, special reports, presentations, e-newsletters and other materials required to communicate with the public;
- Social Media: Maintains and regularly updates social media accounts;
- Displays: Creates and assembles displays for table top and display case, for use at community events and other venues.
- Community Events: Assists marketing manager with the coordination and implementation of park district involvement in community events;
- Photography and Video: Assists with digital photography and videography at Park District events; edits video footage; creates marketing videos for distribution on YouTube and other media;
- Assist with news releases and other materials to be sent to the general media;
- Other duties as arise.

**Minimum Requirements:**

- Proven experience with Adobe software, particularly InDesign and Illustrator;
- Working knowledge of Windows-based computers and associated software, including Word and Excel;
- Creative self-starter who is comfortable with both taking initiative and working in collaboration;
- Experience in social media platforms and familiar with social media marketing practices: Facebook, Twitter, Instagram, Pinterest and YouTube.

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