



**Job Title:** Social Media/Digital Media Internship  
**Hours:** Flexible: 8 – 16 hours per week

Preservation Parks of Delaware County is a county-wide park district that is currently experiencing unprecedented growth. This is an excellent opportunity for a student to gain valuable work experience and to be part of a progressive park district.

**Responsibilities:**

- Social Media: Maintains and regularly updates social media accounts.
- 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.
- Web Sites: Assists with the maintenance and update of the Preservation Parks web site. Coordinates the use of analytics and search engine optimization programs.
- Displays: Creates and assembles displays for table top and display case, for use at community events and other venues.
- Community and Special Events: Assists marketing manager and other marketing department staff with the planning and successful implementation of outreach and special events of the Park District.
- 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.
- Other duties as arise.
- Communicates effectively with internal staff, supervisor and the general public.

**Minimum Requirements:**

- Creative self-starter who is comfortable with both taking initiative and working in collaboration.
- Individuals engaged in a course of study that includes desktop publishing or graphics and demonstrating proficiency in desktop publishing skills on a PC platform;
- Basic knowledge of web design, preferably using Word Press; familiarity with HTML
- Working knowledge of Windows-based computers and associated software and graphics applications, including Word and Publisher;
- Experience in social media: Facebook, Twitter, Pinterest and YouTube.

**Eligibility:**

- This internship is open to a college student who is engaged in a course of study that includes desktop publishing or graphic design.

**Compensation:** \$10.00/Hour. A computer station will be available to use for completing internship tasks and projects.

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