



Michael C. O'Malley
Cuyahoga County Prosecutor

INTERNSHIP OPPORTUNITY – SUMMER 2024

Communications Unit Intern (Temporary Position)

Cuyahoga County Prosecutor's Office
Location: The Justice Center
1200 Ontario Street, 9th floor
Cleveland, Ohio 44113

Rate: Unpaid/School Credit

Reports to: Communications Manager
Hours: Flexible hours/days dependent upon
school schedule & internship requirements

This is an unclassified temporary position. You must be able to commit to a minimum of a 10/12-week assignment with an option to extend the assignment (120 days maximum) at the discretion of the Cuyahoga County Prosecutor. This internship program provides for a time-limited role at the Prosecutor's Office and does not express nor imply guaranteed future employment beyond the assignment period.

REQUIREMENTS:

Undergraduate and/or graduate level students must be currently enrolled in a college or university program. Preferred experience/knowledge in communications and criminal justice support. Students must receive college credit, complete an independent study, or receive federal work study funds for placement consideration in this internship opportunity.

Proof of completed COVID-19 vaccination

FUNCTION:

Interns will work to support the Cuyahoga County Prosecutor's Communications and Public Policy Unit.

RESPONSIBILITIES:

- Assist the prosecutor's office to develop, maintain, and update social media presence, relationships with law enforcement partners as well as community stakeholders;
- Assist with planning, writing, and managing the prosecutor's office newsletter and annual report;
- Draft, distribute, and pitch news releases, media alerts, and other stories;
- Update CCPO website when needed;
- Organize and attend meetings with CCPO staff, community stakeholders including but not limited to taking minutes and preparing agendas;
- Assist with logging in and coordinating public records requests;



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- Reach out to community organizations and the general public concerning CCPO business and news alerts;
- Other duties as assigned.

EXPERIENCE AND SKILLS:

- Must have excellent attention to detail;
- Must be comfortable working with sensitive and occasionally graphic materials;
- Ability to communicate professionally with Prosecuting Attorneys, Police, and staff;
- Must possess qualities of fairness, a strong work ethic, have the highest integrity; and must also maintain the confidentiality of law enforcement and investigatory records and other confidential information;
- Must be able to conduct business in accordance with federal statutes and guidelines, the Ohio Revised Code, and the Ohio Administrative Code.

APPLICATION PROCEDURE:

Email a letter of interest including your resume and college internship/independent study criteria to: Jason J. Sobczyk, Director of Human Resources, at hr@prosecutor.cuyahogacounty.us.

**PLEASE SPECIFY IN YOUR COVER LETTER YOU ARE INTERESTED IN THE
“COMMUNICATIONS UNIT SUMMER 2024 INTERNSHIP.”**

All internship offers are made with the understanding that interns pass a drug test and a criminal background investigation prior to being on-boarded.

All materials must be received by Friday, April 5, 2024 at 8:30 AM

Reasonable accommodation is available to all employees and applicants. If you have a disability that needs to be accommodated, please contact the Human Resources Department.

Equal Opportunity Employer; Smoke-free and Drug-free Workplace
Visit our website: <http://prosecutor.cuyahogacounty.us/>

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