

Michael C. O'Malley
Cuyahoga County Prosecutor

INTERNSHIP OPPORTUNITY – SPRING 2025

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:

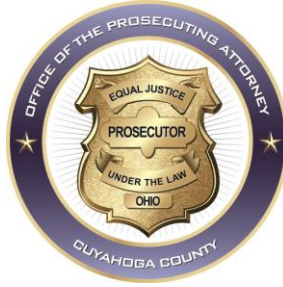
Undergraduate and/or graduate level students must be currently enrolled in a college or university program. Preferred experience/knowledge in communications and criminal justice support. Students must receive college credit, complete an independent study, or receive federal work study funds for placement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

FUNCTION:

Interns will work physically in the office (no remote work option) to support the Cuyahoga County Prosecutor's Communications and Public Information 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;
- Reach out to community organizations and the general public concerning CCPO business and news alerts;



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- 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 SPRING 2025 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 9 AM on Wednesday, November 20, 2024

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/>

Distributed: 10/16/2024