



City of Norton

4060 Columbia Woods Drive
Norton, Ohio 44203

Administration (330) 825-7815

FAX (330) 825-3104 * Website: www.cityofnorton.org

2022 FALL INTERN JOB DESCRIPTION

- **Information about your organization (i.e. background, mission, vision, etc.)**

As an employee of the City of Norton, our mission is to serve the public to the best of our ability while practicing the highest professional, ethical, and moral standards of conduct. Our goal is to work together to promote a safe, prosperous community and to improve the quality of life for all who live and work in the City of Norton.

- **The basic job description/project**

We are looking for a dynamic, energetic intern who is eager to learn by assisting various departments in a variety of ways. This opportunity is ideal for students that have a passion or interest in communications, digital media or public relations. This motivated, self-starting individual who is technology savvy will be working closely with our team to help build our social media presence, develop and implement community outreach via website updates and social media outlets, create weekly/monthly editorial calendars, and work on creative content as it pertains to the happenings of city government.

The right candidate will have excellent computer skills, excellent communication skills and the drive and determination to perform a variety of skills in an effort to meet the ever changing needs of a growing city.

- **The requirements/desired skill set**

The selected candidate will perform a variety of entry level administrative work as well as research and analysis in support of the City Administrators office. Typical assignments will involve public relations, legislative activities and marketing/social media communications.

To be successful in this role, experience with social media platforms such as Facebook, LinkedIn, and others is desirable. In addition, the ideal candidate will have a general knowledge of municipal government operations and be proficient with Microsoft Word, Excel, Power Point and other related applications. Knowledge of basic research methods and techniques. Ability to prepare clear and concise reports. Ability to communicate in an effective manner both orally and in writing. Ability to understand and follow written and verbal instructions. Ability to think critically and to problem solve. Ability to maintain effective working relationships with others.

- **Who's eligible**

Ideally, the candidate will be currently attending college or university and may be able to apply this position toward their college career and/or gain valuable experience for their future professional career.

- **The compensation**

Up to \$15.00 hour

- **The internship timeframe**

The start date is flexible to accommodate college and life schedules but would be willing to start as soon as August 1.

- **Instructions for how to apply**

Please submit application, cover letter, resume and one letter of recommendation to lritenauer@cityofnorton.org with FALL INTERN POSITION in the subject line.

- **The application deadline**

- **Your contact information**

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