JOB DESCRIPTION

COMMUNITY AFFAIRS & ENGAGEMENT INTERN

JOB CODE: N/A
DEPARTMENT: Community Affairs & Engagement/Volunteer Services
PRECEPTOR/REPORTS TO: Manager, Community Affairs & Engagement/Volunteer Services
APPROVED BY: ______________ DATE: __________
(ORGANIZATIONAL PRECEPTOR)

JOB SUMMARY AND RESPONSIBILITIES:
A community affairs and engagement intern is responsible for assisting in the planning and execution of programs that are designed to increase community awareness of services offered by Regional One Health to the community served. This internship will provide an opportunity to learn about strategic community relations development and implementation. The primary purpose of this position is to provide administrative and analytical support to the Manager, Community Affairs and Engagement. This role can include the management of volunteers, including: teens and interns, and participation in and management of community outreach events.

SCOPE OF RESPONSIBILITY AND AUTHORITY
NOT APPLICABLE

PRINCIPAL ACCOUNTABILITIES/RESPONSIBILITIES

Public Awareness and Support
- Increase community awareness and support for Regional One Health
- Assist in the delivery of presentations, conducting meetings/trainings with area colleges, schools, business partners which support program goals and development
- Communicate the core message of Regional One Health

Event Planning and Project Management
- Assist with planning, implementing, and managing community affairs projects
Liaison with partners (internal/external) important to the success of community affairs and engagement initiatives

**Time Commitment**
- Serve 10-15 hours per week
- Typical office hours are Monday – Friday, 8:00 a.m. – 5:00 p.m.
- Occasionally some weekends and/or evenings

**POSITION REQUIREMENTS**

**Educational Requirements**
- Bachelor’s Degree, or currently working to obtain a degree, from an accredited university in Healthcare Administration, Public Relations, Marketing or Communications

**Commitment to Service**
- Problem solver
- Eager to help those in need
- Outgoing, personable, assertive, and articulate
- Enjoys working with people from various backgrounds
- Community-minded and has an understanding of nonprofit, civic, and community groups

**Communication**
- Good writing, organizational, and planning skills are necessary
- Ability to speak in front of large and small groups
- Intermediate proficiency level in MS Office applications that may include but are not limited to Excel, Word, PowerPoint, and Outlook
- Able to communicate with various levels of management

**Professionalism**
- Must be a self-starter
- Ability to organize and prioritize daily work, and maintain strict confidentiality
Must be able to work with a team, take direction from supervisor(s), adhere to work schedules, focus attention on details, and follow work rules

**Preferred Experience**
- Previous community relations, public relations, communications, journalism and marketing experience