

JOB ANNOUNCEMENT

City of Treasure Island, Florida

TITLE OF POSITION: Information Technology & Communications Intern
VACANCY DATE: Fall/Winter Semester
STIPEND: \$2,500
CLOSING DATE: Open Until Filled

JOB DESCRIPTION

GENERAL DESCRIPTION:

Interns work under the general supervision of the Information Technology & Communications. Hours can be flexible to accommodate a class schedule. Work requires the exercise of initiative, independent judgment, and general skills in public administrative functions. Work involves high-level analytical skill, organization, and communication.

HOURS/SCHEDULE:

The Information Technology & Communications Department's office hours are Monday through Friday from 8AM to 4:30PM. The selected intern must be able to commit 15 to 20 hours per week, for a maximum of 8 weeks.

ESSENTIAL JOB FUNCTIONS:

1. Assist with reviewing and updating the City's Communications Plan, with emphasis on Social Media.
2. Create Social Media Guidelines
3. Create Social Media Policy

MINIMUM QUALIFICATIONS:

KNOWLEDGE, SKILLS, AND ABILITIES.

- Knowledge and experience in the field of Communications and Social Media.
- Ability to demonstrate initiative and willingness to learn.
- Ability to perform work on a computer, and to enter, access and retrieve data from various software programs, in particular, Microsoft Office
- Ability to understand and follow written and oral instructions.
- Ability to establish and maintain effective working relationships with other employees and the general public.
- Ability to communicate clearly and concisely, orally and in writing.

EDUCATION AND EXPERIENCE:

- Working towards or received a Bachelor's Degree in Communications or related fields of study.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable eyesight (with or without corrections)
- Acceptable hearing (with or without aid)
- Ability to communicate both orally and in writing.
- Ability to access input and retrieves information from a computer.

ENVIRONMENTAL CONDITIONS:

- Works primarily in an inside office environment, but is expected to do some work outside at facilities and recreational areas.

(Reasonable accommodation will be made for otherwise qualified individuals with a disability.)