



## **Position: Marketing & Communications Intern**

Founded in 1950, the Saint Louis County Department of Parks and Recreation includes more than 12,500 acres of green space, recreation centers, trails, water ways, playgrounds and a variety of other amenities for our community to enjoy.

Our mission is to provide high quality parks, facilities and recreation services that enhance residents' lives through responsible and effective management of resources.

For more information, please visit [www.stlouisco.com/parks](http://www.stlouisco.com/parks).

### **Description:**

The Saint Louis County Parks Department seeks a dynamic, self-starter to assist with marketing and communications efforts. This internship is an excellent opportunity to experience various aspects of marketing. This position also provides the opportunity to gain experience in other areas such as special events, outdoor recreation, preservation and a variety of other fields.

### **Duties may include:**

- Assist in maintaining the Department's social media presence including Facebook, Twitter, Instagram, You Tube and Pinterest.
- Assist in the promotion of Department events
- Conduct interviews, draft and distribute press releases
- Design flyers and other marketing materials
- Write copy for the Saint Louis County website and various publications such as newsletters and brochures
- Collaborate with staff on new ideas, directions and tools for marketing and communications

### **Qualifications/Requirements:**

- Completed or working toward a college degree (junior level or above). Degree in a related field such as English, Marketing, Journalism, Advertising or Public Relations is preferred.
- Strong verbal and written communication skills.
- A high level of proficiency with computers including programs such as Word, Excel and PowerPoint
- Firm grasp of available tools and platforms in the social media space
- Photography skills, including editing are a plus
- Experience with InDesign and/or Photoshop is a plus
- Interest in learning new programs, new media and emerging technologies
- Minimum requirement of 200 hours and the completion of a special project

### **Compensation:**

This is an unpaid internship. We are willing to work with college advisors and encourage students to pursue college credit during the internship.

### **Hours:**

Negotiable and flexible

**Direct Supervisors:**

Gwen Weidknecht, IT Supervisor

Angie Riehn, Public Information Coordinator

**To Apply:**

Please fill out an application located on our website at [www.stlouisco.com/parks](http://www.stlouisco.com/parks). Applications (along with your resume and cover letter specifying the Marketing & Communications internship) should be returned to the Volunteer Coordinator, Sue Bell at:

Affton Community Center

9801 Mackenzie Road

St. Louis, MO 63123

(314) 615-8865 phone

(314) 615-8821 fax

[SBell@stlouisco.com](mailto:SBell@stlouisco.com)

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