



The Jamestown Parks and Recreation Department is dedicated to providing and preserving the highest quality of parks and program services for our citizens as possible with the resources available.

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| Job title | Marketing and Communications Intern |
| Reports to | TRAC Facility Manager |
| Salary Range | |
| Classification | Volunteer |

Location

This position will be located at Jamestown Parks and Recreation. TRAC is a state-of-the-art recreation center designed to support health and wellness for all ages. Our cause is to make our community the best place to live and play by providing resources, programs and opportunities that promote health and well-being. Our work focuses on; health and wellness programming, recreational and leisure activities, and youth development.

We value;

- **Community**- We are all in this together.
- **Quality**- We provide an exceptional experience.
- **Integrity**- We act with high ethical standards.
- **Inspiration**- We believe in what we do to make a difference.

Job Summary

Under the general supervision of the TRAC Facility Manager the Marketing and Communications Intern will assist in the development of a promotional campaign to inform the community regarding TRAC and the Building Community Capital Campaign.

Core Competencies

Mission and Values

- Demonstrates personal commitment to the Mission and Values of the facility.
- Makes a decision considering the impact of the decision on other areas.
- Initiates collaboration with others outside of service area.
- Models accountability for learning by sharing knowledge and learning from others.
- Regular and predictable attendance is required.

Interpersonal/Communication/Relationships

- Builds effective working relationships.
- Expresses appreciation to others for their work.
- Treats others with respect.

Information Management

- Demonstrates skill in accessing, preparing, and using information as relevant to position.

- Verbalizes and demonstrates knowledge of procedures for maintaining security, confidentiality and integrity of employee and member information.
- Demonstrates ability to collect, analyze and present data as appropriate to position.

Duties and responsibilities

- Assists with the development of creative concepts and marketing strategies for promoting TRAC and securing donations from prospects.
- Create print, online and other collateral materials.
- Develop content for promotional materials.
- Manage website and social media accounts.
- Manage prospect database.
- Assist with special events.
- Perform other duties as delegated by the TRAC Facility Manager.

Qualifications

- Excellent written and oral communication skills.
- Strong creativity.
- Ability to work both independently and as part of a team.
- Strong attention to detail.
- Dependable, flexible and able to maintain confidentiality.

Education:

- Working towards a degree in English, Communication, Marketing, Public Relations, Graphic Design or equivalent course of study.

Physical requirements

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, this employee is frequently required to use fine motor skills to operate a computer, keyboard, and mouse and must sit, stand, walk and kneel. Must be able to speak, hear and understand the English language. This employee occasionally is required to lift and/or move up to 50 pounds.

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| Approved by: | <i>Doug Hogan</i> |
| Date approved: | <i>1/26/2017</i> |
| Reviewed: | <i>1/26/2017</i> |