



Recreation Department

Marketing Intern

Mayor Pamela Bobst

Reports To:	Admin./IT Coordinator	Salary:	D.O.Q.
Shift:	Varies based on need and school schedule Evenings and Weekends may be required	FLSA Status:	Exempt

Position Overview:

The Marketing Intern will assist the Recreation Department with a multitude of projects that may include web design, graphic design, special event planning/execution, program development, etc. The Marketing Intern(s) are required to utilize general office equipment (copiers, computers, etc.) Microsoft Office products and web/graphic design programs (preferred). The Marketing Intern will predominantly work in an office environment but will spend no less than 25% of his/her time in various recreation spaces or off site at events/member recruitment opportunities.

Duties:

- 1. Marketing** **75%**
 - Create marketing pieces for print and social medial mediums.
 - Assist in all aspects of departmental social and print media.
 - May assist in seasonal development of program guide.
 - Assist in acquiring sponsorship opportunities for the department.
- 2. Member Recruitment/Retention** **20%**
 - Assist in special event programs relating to recruitment/retention of members.
 - Assist in oversight/development of Pro Shop space.
- 3. Office Management** **5%**
 - Assist in general office management.
 - Assist in special projects related to other areas of the recreation department.

Minimum Qualifications:

- This position is designed for high school seniors and degree seeking college students.
- Strong background in social & print media, web site management/design, special event planning, etc. .
- Certifications: CPR/AED and First Aid certification (preferred).

Position will be posted until filled. Applications may be obtained at http://s804876413.onlinehome.us/hr_docs/employment_application.pdf or at Rocky River City Hall. **Submit completed application, cover letter and resume**, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:

**Michael T. Greco, Director
Human Resources Department
City of Rocky River
21012 Hilliard Boulevard
Rocky River, OH 44116**

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