OFFICIAL JOB DESCRIPTION

City of Indianapolis

Department/Agency: Metropolitan Development
New Position Date: 5/17

Position: Intern - Communications
Date Revised:

Position Reports to: Chief Communications Officer
FLSA Status: Non-Exempt

Division: Administration
Grade:

Status: Part-Time
Direct Reports: 0

Position Summary
Position is responsible for assisting the Chief Communications Officer with content creation for marketing materials and social media.

Position Responsibilities

Social media management
This position will serve as a social media communications liaison within the department. This includes, but is not limited to, posting and sharing content related to department and community initiatives, promoting public meetings, live sharing from events, and building the awareness of DMD to the public.

This position will develop strategies for engaging the public. This includes responding to comments and questions posted on the department’s social media sites, developing regular and consistent content, and thinking proactively and holistically about the City brand, DMD’s brand, and community partners.

Marketing and Communications Support Materials
This position may develop and/or generate and distribute: PowerPoint presentations, press releases, media advisories, flyers, brochures, content for social media channels and website, and other externally facing content as needed by DMD Chief Communications Officer, DMD leadership and staff.

This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities that management may deem necessary from time to time.

Job Knowledge, Experience, and Skills Required
College student pursuing a degree in Public Relations, Communications, Marketing, Journalism or related field. Knowledge and experience managing social media programs for an organization preferred; primarily includes Twitter, Facebook and Instagram. Knowledge of Microsoft Office, photo editing and desktop publishing software (Adobe Photoshop, InDesign, Illustrator), preferred.
Excellent verbal and written communication skills, research/analytical and computer skills are required. Demonstrate creative ability when presented with unformatted projects and/or ideas. Must be able to coordinate multiple projects and set priorities/deadlines according to time sensitive information.

**Independent Judgment**

Coordinator should rely on experience and judgement to accomplish assignments. Other duties and tasks including independent judgement are routine in nature and are performed under supervision following standard procedures.

**Working Conditions**

Work is conducted in a standard office environment with some travel to meetings and events in Indianapolis.

**Signatures**

____________________________________________________________  _________________
Supervisor/Manager  

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Administrator/Agency Head  

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Human Resources – Compensation & Records Manager  

Date Printed:  May 10, 2017