

## Miami County Public Health (MCPH) Communication/Marketing Intern

**Division:** Administration

**Reports to:** Health Education/Public Information Officer

**Position:** This position is temporary. The position is for six months but could end prior to that time period due to funding or needs of the department.

**Hours:** 40 hours depending on workload. Some weekend and evening hours may be required

**Salary:** Range is \$12.00-\$14.00 per hour commensurate with experience and skills.

**Location:** MCPH Troy, OH Office

**Project Duration:** up to 6 months

### **JOB RESPONSIBILITIES:**

Under general direction of the Health Educator/Public Information Officer, the Communication/Marketing Intern is responsible for contributing to the achievement of MCPH's mission, vision, and values through the management of communications with internal and external stakeholders. This position is responsible for promoting and maintaining positive communications that are clear, consistent, and compelling with the goal of building trust in and with MCPH. Areas of responsibility include communications, public and media relations, marketing, advertising, and photography.

The Communication/Marketing Intern is responsible for:

- Building trust in MCPH by increasing stakeholders' awareness and satisfaction of the organization
- Providing the public with information on health risks, health behaviors, disease prevention and wellness that is accurate, accessible, inclusive, and actionable
- Supporting the achievement of other MCPH departmental objectives identified in the agency Strategic Plan, Communication Plan, Workforce Development Plan and Quality Improvement Plan
- Developing and implementing communication strategies with key stakeholders (internal and external) in alignment with MCPH's Strategic Plan
- Collaborating with MCPH staff and stakeholders to develop and disseminate messages, materials, and health promotion strategies in a culturally and linguistically appropriate manner that builds public trust in public health and the agency
- Ensuring strong and consistent execution of MCPH's brand to enhance recognition and perception of the agency
- Managing agency website and social media sites and analyzing related data, as necessary.
- Designing, creating, and ordering public health materials such as brochures, newsletters, announcements, and promotional items

### **QUALIFICATIONS:**

Preferred:

- Experience in public health

Required:

- Applicants must be a college student working toward a Bachelor's or advanced Degree in Communications or Marketing or a related program
- Must have plain language writing experience
- A valid Ohio driver's license with own vehicle and ability to maintain a driving record that meets the insurability requirements of Miami County Public Health's insurance provider. Must be able to provide a private vehicle for job use

### **KNOWLEDGE, SKILLS AND ABILITIES:**

The qualified candidate must have the following:

- Excellent written and oral communication skills
- Knowledge of social determinants of health with an understanding in cultural diversity and health equity
- Knowledge of Miami County demographics
- Ability to work in a fast-paced environment and meet critical deadlines
- Ability to post content on agency website and social media sites

- Excellent organizational and project management skills including strong attention to detail and ability to coordinate multiple projects
- Ability to work independently with minimal supervision
- Proficiency with Microsoft Office Suite products
- Comfortable with public speaking
- Knowledge of various social media platforms

If you would like to be considered for the position, please submit a **cover letter, resume', and application to:**

Dennis R. Propes, RS, MPA

Health Commissioner

510 West Water St. Ste. 130

Troy, Ohio 45373

**[dpropes@miamicountyhealth.net](mailto:dpropes@miamicountyhealth.net)**

Application can be downloaded at: [www.miamicountyhealth.net](http://www.miamicountyhealth.net) – Employment Opportunities.

Miami County Public Health is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, religion, age disability or military status in employment or the provision of services. Our agency is committed to the recruitment of diverse individuals who can offer different talents and perspectives to assist us in accomplishing our agency's mission, vision and fulfillment of the five core commitments.

**Posted 9/16/2020 posting ends Until Filled, First Review 9/25/20**