

Date posted: September 1, 2016

City of St. Charles
Employment Opportunity
External Posting
Communications Internship – City Administration
Part-Time – year round

Schedule

Anticipated schedule will be approximately 20 hours per week when school is in session and 40 hours per week during summer and school breaks. Hours will be during normal business hours Monday through Friday 8:00 am – 4:30 pm.

Job Description

This position is responsible for assisting in the development and distribution of communication about City services, programs and initiatives to residents, businesses and visitors. Primary responsibilities include researching and writing press releases, e-newsletters articles, and developing website and social media content.

Requirements

Effective written and oral communication skills, including the ability to simplify and explain complex concepts clearly is required. Experience with Microsoft Office Suite preferred. Experience with Adobe Creative Suite a plus.

Applicants must be enrolled as a full time college student with a minimum of sophomore standing for the fall of 2016, earning a degree in Communications, Journalism, Marketing or related field. Documentation of full time student status from the school will be required upon hire. Applicants must possess a valid driver's license.

Employment is contingent upon passing a background investigation and drug screen.

Salary

Starting pay is \$10.50/hr.

Apply online at www.stcharlesil.gov/jobs

Applications will be accepted until the position is filled.

Please thoroughly complete the employment application including salary history. Resumes should be attached in the on-line application. Any additional documents may be sent to hr@stcharlesil.gov. If you are unable to apply online, or for other assistance, please contact 630-377-4446.

The City of St. Charles is an Equal Opportunity Employer.