

Iowa State University Extension and Outreach in Polk County Marketing Communications Intern

Position Description

JOB SUMMARY

ISU Extension and Outreach in Polk County (Polk County Extension) builds a strong Iowa by connecting residents to the research and resources developed by Iowa State University. ISU Extension and Outreach in Polk County offers educational programming and experiential learning opportunities to residents focused in four areas: K-12 outreach and youth development; health and well-being; agriculture and natural resources; and community and economic development.

Polk County Extension, based in Altoona, has an immediate opening for part-time intern in the field marketing, public relations, and/or graphic design to assist with the implementation of a county wide marketing communications plan through a variety of communications support services.

ESSENTIAL RESPONSIBILITIES

- Social media marketing and planning
- Content development including written and/or graphic pieces
- Media research, news release development and media relations
- Other marketing efforts as needed

REQUIRED QUALIFICATIONS

- One year of college completed
- Strong interest in communications, marketing and/or public relations
- Solid oral and written communications skills
- Skilled in the Microsoft Office Suite
- Data management skills
- Able to work collaboratively and independently
- Strong attention to detail
- Well organized and capable of managing duties and schedules
- Reliable daily transportation with ability to travel within Polk County
- Successful completion of Child Protection and Safety Program/background screening
- Able to lift 40 pounds

PREFERRED QUALIFICATIONS

- Two or more years of college completed
- Experience in graphic design
- Experience with Adobe Creative Suite
- Experience in the education field

WORK HOURS

Temporary, part-time position September to December 2021 (Tentative). Minimum 10 hours/week negotiable within Monday-Friday 8am-5pm.

WAGES

\$13.00/hour. Non-exempt, hourly. Mileage paid for approved work travel at current IRS rate.

INTERNSHIP AND COLLEGE CREDIT

If enrolled in college and in need of college credit, with prior approval, Extension staff will supervise an internship for completion credits.

APPLICATION DEADLINE

April 12, 2021 at 5 p.m. or until filled.

APPLICATION DOCUMENTS

Required Documents (.pdf format) emailed to pgibbins@iastate.edu

1. Cover Letter
2. Resume
3. [ISU Extension and Outreach, Polk County Employment Application](#)

Polk County Extension is an Equal Opportunity Employer

Iowa State University is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, age, religion, sex, sexual orientation, gender identity, genetic information, national origin, marital status, disability or protected veteran status and will not be discriminated against. Inquiries can be directed to the Director of Equal Opportunity, 3350 Beardshear Hall, Ames, Iowa, 50011, (515) 294-7612, email eooffice@iastate.edu.