

Glen Ellyn Park District Communications Internship Description

About Our Organization

Established in 1919, Glen Ellyn Park District's mission is "driven to foster diverse, community based leisure opportunities, through a harmonious blend of quality recreation programs, facilities and open space which will enhance the quality of life into the future." The park district serves 35,000 residents in Glen Ellyn, unincorporated Glen Ellyn, Wheaton, Carol Stream, Lombard and Glendale Heights. The Park District owns and maintains 30 parks and facilities and offers cultural, athletic and general interest programs and special events for its residents, from infants through senior citizens.

Status

Unpaid Intern, Volunteer, Part-Time (20 hours per week)

Reports To

The Communications Intern reports to the Marketing & Communications Supervisor

Academic Credit

If intern wishes to receive academic credit for the internship, it will be the intern's responsibility to make arrangements with his or her school. Glen Ellyn Park District will provide the necessary job description and performance review upon request.

Position Summary

This internship will assist with communications efforts of Glen Ellyn Park District (including Marketing, Advertising, and Public Relations). Dependent upon the internship duration, the intern will assist in various projects and events for any and/or all of the GEPD initiatives and the resource development department. The intern will have the opportunity to help design their work plan based on the outcomes they hope to achieve from this position.

Responsibilities may include:

- Writing PSAs, press releases, e-newsletters, communications plans and letters
- Developing flyers, forms, displays and PowerPoint presentations, etc.
- Designing ads, logos, brochures and other graphic design projects
- Updating, maintaining and improving Websites
- Assisting with photo and video opportunities
- Working with programs to develop story ideas for the media
- Maintaining files and prepare written recommendations for future projects
- Other projects within the realm of communications

Skills Needed

- Excellent written, verbal and visual communications skills required
- Strong organizational and interpersonal skills a must
- Good organizational and time management skills
- Ability to manage multiple projects and meet deadlines
- Must be self-sufficient, a self-starter and ready to learn
- Willingness and ability to contact and work with members of the media
- Ability to think creatively and to share ideas

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Physical Requirements

This position requires sitting for extended periods of time while on the computer and / or telephone. The candidate also assists with the gathering of supplies for community events or presentations as well as creating displays and hanging signage.

What You Will Gain

- Solid communications experience
- The opportunity to custom-design your own internship to meet your individual academic and career needs
- The opportunity to interact with other professionals
- A great professional recommendation for your valuable work
- Knowledge that you are making a difference in your community

Contact

Interested students should contact Kathleen Talenco ktalenco@gepark.org. Please include a resume and cover letter that addresses the following questions:

- What are your career and academic goals?
- What do you expect out of an internship at GEPD?
- What special qualities do you feel you will bring to this internship?
- What is the time frame (day/month today/month) that you expect to serve
- What days and hours are you available to work?