



INTERNSHIP OPPORTUNITIES WITH THE CITY OF ENID

Apply Online at:
www.enid.org

AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of the City of Enid to provide equal opportunities to all persons regardless of race, color, religion, age, sex, marital status, national origin, political affiliation, veteran status, disability status, or any other legally protected status. Drug free.

INTERNSHIP DEGREE FIELDS:	Public Relations; Marketing; Communications; Web Development; Broadcast; Videography; Journalism; Photography; Film Making; Computer Science; Graphic Arts
DEPARTMENT:	Communications
DATES:	Start - 6/1/2020 End - 7/30/2020
DATE POSTED:	2/28/2020
DEADLINE FOR APPLICATION:	4/5/2019
SALARY:	\$9.79 PER HOUR / 32 HOURS PER WEEK (Monday through Thursday)

DESCRIPTION: Assist with the development, integration, and implementation of web-based content. Assist the production team in video creation; set-up and tear down of webcast equipment. Contribute to video content based on platform trends; support project development content creation. Assist with content creation across several social media platforms. Write, edit, and learn the writing style for press releases. Special projects to include creating a PSA, promo, training, how-to, or instructional video on government related issues (e.g. voter registration deadline, special city events, etc.)

QUALIFICATIONS: Applicant must be a part or full-time student at a college or university. Applicant must have a high school diploma and at least 15 credit hours towards an Associate's or Bachelor's Degree. **Current transcript required.**

APPLICATION PROCEDURE: Apply at www.enid.org.

JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

I have reviewed this job description and I can perform the essential functions of this position, with or without, reasonable accommodations. I have also received or have been offered a copy of this job description.

Printed Name _____ Date ___/___/___ Signature _____