



### Internship Posting

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| <b>Job Title: Communications Intern<br/>Part-Time</b>   |  | <b>Department/Program:<br/>Community Development</b>  |  |
| <b>Posting Date: 12/20/2011</b>   |  | <b>FLSA Status: Non-Exempt</b>  |  |
| <b>Submit Cover Letter and Resume to <a href="mailto:Careers@fssnf.org">Careers@fssnf.org</a></b>   |  |   |  |
| <b>FSS Mission Statement</b>  |  |   |  |
| To provide for the safety and stability of children and families by strengthening the child protection system and involving neighborhood networks to ensure success.  |  |   |  |
| <b>Organizational Expectations</b>  |  |   |  |
| <b>Commitment</b> – As the lead Child Welfare Agency in North Florida FSS prides itself on our employees’ commitment to the agency and the children and families we serve. This is demonstrated by being available at a moments notice to assist clients regardless of the time of day. This is also demonstrated by employees’ commitment to maintain consistent attendance and punctuality. |  | <b>Career Development</b> – FSS is committed to being a learning organization that supports employees in their pursuit of professional growth and career development. Therefore employees are highly encouraged to explore and broaden their knowledge and skill sets to achieve their career goals.  |  |
| <b>Professionalism</b> – Employees are expected to demonstrate professionalism in their appearance and demeanor when representing FSS at internal and external meetings, trainings, and events.   |  | <b>Teamwork</b> – Putting the interests of FSS clients first is critical to the success of the organization. This requires all employees maintain consistent and timely communication, provide support to co-workers and colleagues and demonstrate the principles of teamwork.   |  |
| <b>Responsible Citizenship</b> – In keeping with our mission and values employees are encouraged to volunteer 15 hours per year to assist with FSS and FSS-sponsored events.  |  | <b>Customer Service</b> – As employees of the Lead Child Welfare Agency in North Florida FSS employees will demonstrate their commitment to providing our clients (internal/external) with consistent, meaningful and exceptional service.  |  |
| <b>Position Summary:</b>  |  |   |  |
| Intern will be responsible for the valuable support functions of the Community Development department, specifically in the area of communications.  |  |   |  |
| <b>Education</b>  |  | Students working toward a Communication, Public Relations or Journalism degree.   |  |
| <b>Experience</b>   |  | Junior or Senior level in college, additional writing experience helpful.   |  |
| <b>Minimum Qualifications</b>   |  | <p>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</p> <p>Ability to: Work collaboratively as a team member and be a self-starter. Knowledge of social media is desired but not required.</p> <p>Knowledge of: Communications/Public Relations/ Journalism principles; AP style; appropriate office decorum</p> <p>Skills: solid oral and written communication skills necessary to communicate effectively with all level of staff, stakeholders, and community. Good time management skills.</p> |  |

| <b>Licensure, Certification, and/or Registration</b>   | Must be registered as a student in an under-graduate or graduate program. |
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| <b>Job Duties</b>  |   |
| <b>Essential Duties.</b>   | <b>% of Time</b>  |
| Conduct media scans and maintain clippings binder  | 10  |
| Research community event calendars   | 10  |
| Draft letters and articles   | 10  |
| Calendar postings  | 10  |
| Draft newsletter articles  | 10  |
| Proof newsletter and other publications  | 10  |
| Participate in staff meetings  | 10  |
| Assist with events as assigned   | 10  |
| Other projects as assigned   | 10  |
| Perform other duties.  | As needed.  |
| <b>Supervisory/Decision-making Authority</b>   |   |
| Does the position require customary supervision and management of <u>at least 2 or more</u> full-time employees? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No   |   |
| <b>PHYSICAL REQUIREMENTS: (R=Required P=Preferred)</b>   |   |
| Sitting _R_ Standing _R_ Walking _P_ Lifting _R_ (50 lbs) Carrying _R_ Kneeling _P_ Pushing/Pulling _P_ Bending/Stooping _R_ Climbing _R_ Reaching _P_ Crawling/Crouching _P_ Grasping _R_ Turning _R_ Repetitive Motions _R_ Color Recognition _P_ Depth Perception _P_ Reading _R_ Hearing _P_ Other (describe) ___  |   |
| <b>HAZARDS: (X=Potential Exposure)</b>   |   |
| Proximity to moving mechanical parts _ Electrical current ___<br>Toxic or caustic chemicals ___ Radiation ___ Biohazards (airborne or contact) ___<br>Housekeeping and/or cleaning agents _X_ Flammable, explosive gases ___ Human-borne pathogens _X_ Other: _X_  |   |
| <b>SKILL REQUIREMENTS: (R=Required P=Preferred)</b>  |   |
| Drive motor vehicle _P_ Prepare food ___ Typing/Keyboard _R_ Word processing software _R_ Data base software _P_ Spreadsheet software _P_ Other software _P_ Calculator _R_ Operate office machines _R_ (Fax, Copier) Verbal communication (including telephone) _R_ Written communication (including composition) _R_ Public speaking/group presentations _P_ Team-oriented and collaborative interpersonal relationships _R_ Respectful client relationships _R_ Client assessment and evaluation _R_ Retrieve and compile information _R_ Verify data _R_ Maintain records _R_ Organize and prioritize information _R_ Analyze and interpret information _R_ Investigate, evaluate and recommend action _P_ Basic mathematical concepts (add, subtract, multiply, divide) _P_ Advanced mathematical concepts (fractions, decimals, ratios, percentages, graphs) ___ Abstract mathematical concepts (interpolation, inference, frequency, reliability, formulas, equations, statistics) ___ Reasoning and logic _R_ Sensitivity to service population's cultural and socioeconomic characteristics _R_ |   |