**JOB DESCRIPTION-COMMUNICATIONS/ON-LINE MEDIA INTERN**

**Title:** Franklin County Development Council Communications/On-Line Media Intern

**Supervisors:** Jeff Seymour, Paula Reeve, Sherri Lund

**Responsibilities:**

* Assist in FCDC communications, specifically manage FCDC’s Facebook page and assist in the management of the development council’s on-line property listings.
* Assist in development of new marketing strategies (internal and external to Franklin County) to promote the efforts of FCDC in the community and in the regional economy.
* Assist with other tasks as assigned by the Executive Director of the Development Council.

**Qualification:**

* Strong computer skills
* Must be a self-starter and able to work well without constant direction.
* Strong oral and written communication skills.
* Strong organizational skills with an attention to detail.
* Strong people skills including conversation skills.
* Prefer experience building/maintaining websites and social media experience.

**Skills to be Developed:**

* Learn about the economic development industry and the needs of Franklin County industry
* Gain knowledge regarding managing on-line content, using social media for business applications
* Build relationships with Franklin County businesses and entrepreneurs.

**Time Commitment:** Approximately 9 hours a week (3, 3 hour time increments) for the summer.