

# DEPARTMENT: Victoria County Judge's Office

101 N. Bridge St., Suite 102, Victoria, TX 77901

Position: Communications Intern

FLSA Status: Non-Exempt

Part-Time: Intern

Salary: \$15.00

Open Until Filled

**SUMMARY:** The Victoria County Judge's Office is hosting an intern for the summer of 2024. This paid internship will offer an opportunity to learn more about an important local government office, focusing on Media Correspondence (both digital and print), for approximately 15-20 hours per week.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Content Creation: Assist in writing and editing various communications materials, including website content, community updates, and promotional materials.
- Social Media Management: Manage and update the county's social media platforms (e.g., Facebook, Twitter, LinkedIn) with engaging content, including announcements, event promotions, and community updates.
- Graphic Design: Create visually appealing graphics, infographics, and other multimedia content to accompany social media posts and marketing materials using tools such as Canva or Adobe Creative Suite.
- Analytics and Reporting: Monitor social media analytics and website traffic to track the performance of campaigns and provide insights for optimization.
- Research: Conduct market research and stay updated on industry trends to identify opportunities for enhancing the county's communication strategies.
- Writing: Writing, Editing, and Proofreading Materials including but not limited to; Press Releases, Website Content, and other Communication Materials.
- Perform other duties as assigned.

## REQUIREMENTS:

- Current enrollment in a bachelor's or master's degree program in Communications, Marketing, Public Relations, Journalism, or related field.
- Excellent written and verbal communication skills, with a keen eye for detail and grammar.
- Proficiency in Canva or Adobe InDesign and familiarity with social media management tools.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and familiarity with social media management tools.
- Strong organizational skills and the ability to multitask in a fast-paced environment. A proactive attitude, willingness to learn, and a passion for public service and community engagement.
- Professionalism with the ability to interact with a wide range of stakeholders.

## QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or

ability. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE:**

- High school diploma or equivalent.
- One year of professional writing and media experience is desirable.

**PHYSICAL DEMANDS:**

Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- sitting for extended periods of time with some walking and standing
- operating assigned office equipment
- typing for extended periods of time

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communicating with others
- speaking in a clear, audible voice
- recognizing and responding to questions
- working independently

Maintain mental capacity which permits:

- making sound decisions and using good judgments
- demonstrating intellectual capabilities
- maintaining confidentiality

Effectively handle work environment and conditions, which involve:

- periodically being exposed to upset or irate citizens
- exposure to computer screens

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**CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Texas Driver's License.

**LEARNING OUTCOMES:**

- Experience: Gain valuable experience in media relations, content creation, and digital marketing within a governmental setting.
- Critical Thinking/Problem Solving: The student worker will learn to research facts and data for analysis, contribute unique solutions, and understand the results of their decisions.
- Work Ethic: The student worker will learn how a strong work ethic can impact not only their career and organization but also how it can serve their community at large.

**STUDENT WORKER WILL REPORT TO:**

Loria Rose, Projects & Planning Assistant

**Apply to Human Resources, Victoria County Courthouse. EEOE. No phone calls please. Applications are required. Employment Applications can be found online at <https://www.vctx.org/page/employment>.**

**Victoria County Human Resources  
115 N. Bridge St., Room 127  
Victoria, TX 77901**