



## JOB DESCRIPTION

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<b>Position Title:</b>	<u>Intern</u>	<b>Department:</b>	<u>Community Relations</u>
<b>FLSA Status:</b>	<u>Non-Exempt (Hourly)</u>	<b>Reports To:</b>	<u>Community Outreach Specialist</u>
<b>Effective Date:</b>	<u>February 2019</u>	<b>Working Status:</b>	<u>Part Time</u>

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### **Job Summary:**

Assists the Community Relations Department with a broad variety of tasks that help raise awareness of LCSWMA, including participation and support for special events, public tours, community education programming and other similar public relations activities to educate, foster brand awareness and promote best waste management practices.

### **Job Responsibilities:**

- Advance LCSWMA's mission, philosophy, and commitment to the community by embracing these values and demonstrating them in your everyday activities.
- Assist with LCSWMA's brand, including all collateral and marketing/communication tools (display, print and digital), to ensure consistent messaging.
- Provide support for LCSWMA's Public Tours Program, including assembling informational packets, tour scheduling and communication with tour guests, assistance in publicizing the tour program and assisting the Community Outreach Specialist in guiding tours.
- Assist with preparations for community events including event details and arrangements, publicity, volunteer scheduling and communications, presentation design, preparing supplies, event set-up/clean-up, event staffing, and attending local events
- Assists with public meetings including venue arrangements, attendee communications and other activities required.
- Assist in developing creative content and copy for LCSWMA's social media channels, company blog and e-newsletter.
- Perform administrative tasks such as data entry, research, preparing correspondence, etc.
- Assists with tracking department supplies, including organization and inventory of giveaway items, literature and A.V. equipment, and educational supplies.
- Assists with community education sessions and workshops, for youth and adults, to educate, build awareness and promote best waste management practices.
- Advance LCSWMA's mission, philosophy, and commitment to the community by embracing these values and demonstrating them in your everyday activities
- Project a positive image of all aspects of LCSWMA in order to achieve trust and respect from the community.
- Support a culture of safety by performing all responsibilities in accordance with LCSWMA safety policies and procedures and take a proactive approach to ensure a safe working environment for employees and customers.
- Perform all work within Environmental Management System policies to ensure compliance with the procedures.

### **Education, Training or Certification (Required (R), Desired (D)):**

- (R) Current enrollment in an undergraduate degree program as a third- or fourth-year student studying Communications, Public Relations, Education, Marketing or similar program.
- (R) Excellent interpersonal skills.
- (R) Strong organizational and time management skills.



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- (R) Experience working with various social media platforms, including (but not limited to) Facebook, Twitter, LinkedIn, Pinterest, YouTube, Instagram, and Flickr.
- (R) Pennsylvania Class C Driver's License.
- (D) Basic desktop publishing skills.
- (D) Knowledge of video production and photography.

### **Technical Competencies:**

- Excellent verbal and written communication skills.
- Excellent interpersonal skills.
- Ability to find creative approaches to projects.
- Excellent analytical, organizational and project management skills.
- Good computer skills (Word, Excel, Powerpoint, and Publisher).
- Experience in Adobe Creative Suite.

### **Behavioral Competencies:**

- **Business Perspective:** Has an understanding of the business context in which they are operating that informs planning and decision making. Specifically, understands the organization; for example, making efforts to learn about issues relating to other parts of the business.
- **Drive for Results:** Focuses on assessing, measuring and improving performance. Shows drive and determination to meet short- and long-term goals. Specifically, improves performance; for example, enhancing and improves the efficiency and effectiveness of processes.
- **Conceptual Thinking:** Thinks through issues by seeing the pattern or big picture, brings facts and ideas together, and develops innovative or creative insights. Specifically, sees patterns or trends; for example, spotting recurring problems.
- **Collaborative Influence:** Win the hearts and minds of others across boundary collaborations and to do the right thing, regardless of formal authority. Specifically, invites individual cooperation; for example, inviting the sharing of alternative solutions or viewpoints.
- **Customer Focus:** Identifies and meets the needs of internal and external customers, being continually focused on outcomes for customers. Specifically, customizes solutions; for example, recommending or adapts products, services or solutions to address the customer's real needs.

*I have read and understand the above position description. This job description is not intended to be, and should not be construed as, an all-inclusive list of responsibilities, skills efforts or working conditions associated with the position. I understand that it does not constitute an employment contract, that my employment is at-will for an indefinite period of time, and that the organization may change wages, benefits, conditions and responsibilities at any time.*

Employee Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Manager Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_