



## BOONE COUNTY JOB DESCRIPTION

<b>JOB TITLE:</b> <u>Community Services Department Intern</u>	<b>NEW:</b> <u>X</u>	<b>REVISED:</b> _____
<small>(Please check one)</small>		
<b>REPORTS TO:</b> <u>Director, Community Svcs</u>	<b>FLSA:</b> <u>Non-Exempt</u>	<b>DATE:</b> <u>08/2021</u>
<b>DEPARTMENT:</b> <u>Community Services</u>	<b>JOB CODE:</b> <u>204</u>	

### **SUMMARY:**

The Community Services Department administers the Children’s Services, Community Health/Medical, Social Services, and Domestic Violence Funds. The Community Services Department intern will work with the Boone County Community Services Department staff on ongoing projects and the day-to-day operations.

### **ESSENTIAL FUNCTIONS:**

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative only and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Provides administrative support for the Community Services department; answers phones and responds to inquiries as appropriate; provides customer assistance; help maintain files.

Assist with maintaining current research on community needs, indicators, methods of measurement and evidence-based practices.

Provides assistance with sharing engaging content on the ways the department is supporting the community through inclusive and equitable initiatives. Intern will use social media marketing strategies to promote conferences, trainings, and statistical information.

Assists with publications to ensure accountability and transparency, including reports, website, and media communications.

**KNOWLEDGE AND SKILL:**

1. Knowledge of personal computers and standard software applications, including Microsoft Word and Excel.
2. Knowledge of Social Media platforms and terms of use.
3. Knowledge of English grammar, punctuation, and spelling; skill in communicating effectively using the English language, both orally and in writing.
4. Ability to maintain or create a Content Calendar.
5. Ability to work independently and follow instructions.
6. Ability to learn and apply policies, procedures, documents and terminology affecting assigned functions.
7. Ability to communicate effectively, both orally and in writing.
8. Ability to self-direct and work in collaboration with others.
9. Must have great attention to detail and be thorough and organized.

**MINIMUM QUALIFICATIONS:**

Intern I (Associates/Bachelors) with flexibility to work at least 10-20 hours a week.

Intern II (Masters) with flexibility to work at least 10-20 hours a week.

**PHYSICAL DEMANDS:**

The majority of the work is performed in a professional office setting and involves moving around the office. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Position requires some sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate keyboard, equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. FREQUENT side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to above shoulders and transporting distances up to 50 yards. OCCASSIONAL squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing up to 50 lbs. and transporting distances up to 50 feet.

**WORK ENVIRONMENT:**

This job operates in a professional office environment. Professional attire required. This position routinely uses office equipment such as computers, calculators, multi-line telephones, photocopiers, filing cabinets, and fax machines. This position is routinely in contact with the public other Boone County, elected officials, and members of other entities.

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*