

Public Information Intern

Minimum Preparation for Work:

College student, 18- to 24-years old, who resides or attends school within Escambia County, Florida.

Necessary Special Requirements

Must possess knowledge of spelling, grammar, and punctuation. Must have experience with social media platforms, including Facebook, Instagram, and LinkedIn. Knowledge of principles and best practices of communication strategies to the general public. Knowledge of graphic design using Canva and/or Adobe Creative Suite, including Photoshop, Illustrator, and InDesign.

Nature of Work:

The City of Pensacola Public Information Office is offering an internship for the Summer 2024 semester to a creative and outgoing college student seeking a career in public relations, communications, marketing, journalism, public administration, or a related field.

Examples of Work:

- Assists with writing, editing, and communicating press releases and social media copy.
- Participates in public media events, including groundbreakings, ribbon cuttings and press conferences.
- Assists with photography and videography of City events to share on public information platforms.
- Assists with the production of graphic images and promotional materials for City events and programs.

Work Environment:

Work is primarily sedentary in nature and performed in an office environment. The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions.

This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.