



Butler Soil and Water Conservation District

Media & Communications Intern

Hourly Salary: Starting at \$18.00

Status: Part-time, Internship

Work Hours: Monday through Friday, between 8:00 am to 4:30 pm, for a maximum of 28 hours per week, up to 480 hours total (March- August 2023). This schedule may be modified, increased, or reduced by the District Director for workload, school, conflicts, and/or special needs. Person in this position is required to attend night or weekend meetings/events. Lunch is a ½ hour, unpaid.

Reports To: Daily supervision is assigned by the District Director. Program specific supervision is received from the Financial & Communications Coordinator.

Duties Include:

1. Create visual media content for the District including but not limited to infographics, brochure and pamphlet layouts, Facebook, YouTube, and other social media platforms.
2. Film, edit, and create videos for Butler SWCD that further promotes the mission and vision of the District.
3. Assist the Communications Coordinator in promoting events through social media and other platforms for advertising.
4. Assist in creating billboard designs for Stormwater campaigns.
5. Take photos at SWCD events to create an image library to use for annual reports, videos, promotion, advertising, etc.
6. Organize photo files on computer and other databases.
7. Assist in various duties and tasks as assigned.

Skills required:

1. Taking coursework or interested in environmental sciences, communications, or other related field.
 2. Possess excellent communications skills, written and oral, with an ability to work with a variety of District employees, residents and private landowners.
 3. Capable working outdoors and in all weather conditions.
 4. Basic computer skills in Microsoft Office, Publisher, and Excel.
 5. Experience with photography and other media design software.
 6. Experience with i-Movie or other video editing programs.
 7. If required, ability to pass background check.
 8. Valid driver's license.
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Deadline for application: March 17, 2023

Mail resume and references to:

Kelly Crout, District Director
Butler Soil & Water Conservation District
1802 Princeton Rd. Suite 300, Hamilton, Ohio 45011

Or, email resume and references to:

croutka@butlercountyohio.org

Information: To find out more about the District and our programs, please visit www.butlerswcd.org