

Cuyahoga Valley National Park Volunteer Program

Building a Community of Park Stewards



Cuyahoga Valley National Park Internship Opportunity

- Position Title:** Public Relations & Communications
- Dates of Internship:** May 12 - August 25. Start and end dates flexible within 1 week
- Hours:** 20-30 (Flexible) during the work hours of 8:30 a.m. to 5 p.m., Monday - Friday. May have to work some special events on weekends and holidays.
- Location:** South Duplex - 10168 Riverview Rd. Brecksville OH, 44141
- Duties:** Assist the Public Affairs Officer and Interpretive Assistant in the internal and external communications and public relations, marketing, special projects, special events marketing and implementation, publications, videography, photography, web, and other duties as assigned.
- Skills Required:** Applicants need to possess high organizational and communication (speaking and writing) skills and experiences. Understanding of communications, public relations, and general organizational principles is desired. Experience in coordinating multiple activities for the general public or specific organized groups. Applicants need to be knowledgeable and experienced in program or special event planning and public speaking. Proficient in Microsoft Word and Microsoft Excel. Familiarity with design software. Ability to work with Social Media (Facebook, Twitter, You Tube, and Flickr) Ability to be self-motivated, detail-oriented, ability to prioritize and meet deadlines, organization, and to work independently with an energetic and professional attitude and an appreciation for the environment.
- Majors Preferred: Communications, Public Relations, Marketing, and Journalism
- Requirements:** Applicants must complete a National Park Service Volunteer-in-Parks Agreement and may be subject to a background investigation. U.S. citizenship, valid driver's license, and reliable transportation required.
- Local candidates only.
- Salary/Benefits:** No stipend is available. Student may obtain internship credit with university upon approval of academic advisor. Interns are eligible for injury compensation and tort claims the same as federal employees and are considered to be federal employees for those purposes only.
- Outcomes:** Integrate academic theory with practical experience. Gain event planning and project management experience. Work with experienced communication professionals. Network with professionals. Learn skills to advance your career.
- How to Apply:** Send résumé and cover letter to apply@forcvnp.org with the position title as subject line.

