

DELAWARE RIVER AND BAY AUTHORITY

Department: Public Information Office
Class Title: Communications Intern
Status: Non Exempt
Reports To: Public Information Officer
Location: New Castle, DE
Hourly Rate: \$12 Undergraduate Students - \$14 Graduate Program Students

I. POSITION SUMMARY

This position reports to the Public Information Officer (PIO) and is responsible for a wide variety of public relations and communications activities. Duties include publications development, special events, writing, graphic design, media relations and other duties. This position works under minimal supervision. It requires frequent contact with employees at all levels of the organization and the public.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, research, write, edit and coordinate production of DRBA's Employee newsletter
- Develop annual editorial plan consult with PIO in planning or publication and obtain approval of copy and design
- Art direct publication, working with vendors in production and printing process Manage the distribution process and perform systematic evaluation to improve quality and cost effectiveness
- Assist department in negotiations with printing firms and other vendors
- Prepare specifications conforming to bid processes, obtain estimates, and assist in vendor selection for projects in various media
- Develop, write and code new content, updating as needed
- In consultation with PIO, set content use and graphic standards policies
- Respond to or forward e-mail inquiries, troubleshoot problems and inefficiencies
- Assist in developing communications materials including planning, research, writing, editing, art directing, printing and distribution. These may include brochures, press releases and public service announcements, advertisements, displays, presentations, feature articles, flyers, video scripts, surveys and reports
- Contribute to media relations effort by assisting to develop story concepts, writing press releases and appropriate distribution to media
- Assist with planning, implementing, and evaluating special events, coordinate some events in their entirety
- Direct the activities of independent vendors such as photographers, writers, printers
- Provide photography support as needed
- Provide the highest level of customer service and professionalism to all internal and external customers

III. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of the methods and techniques involved in collecting and analyzing factual data and its interpretation and publication through the media of print, radio, and television
- Knowledge of the rules, regulations, policies, procedures, programs, and methods of the department and their application to specific cases after a period of training
- Knowledge of modern public information and advertising techniques and devices and of the conventions and the form and style required for press releases for print, radio, and television
- Knowledge of the sources from which significant information may be obtained
- Ability to prepare and assist in preparing informative articles and news releases for publication via the media of print, radio, and television
- Ability to review and edit written material and to proofread copy
- Ability to utilize available media for the dissemination of news and information.
- Ability to maintain essential records and files
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units
- Ability to provide superior customer service to everyone by responding in a courteous and efficient manner

IV. REQUIRED EDUCATION AND EXPERIENCE

- Sophomore, Junior or Senior in college with a major in Communications, Political Science, Public Relations, Public Policy, or Journalism from an accredited college or university
- Demonstrated writing skills, with course work in news and feature writing. Submission of writing samples is required (school paper articles and clippings preferred)
- Well versed with Microsoft Office 2007 and Microsoft Windows
- Experience with In-Design preferred

V. LICENSES, REGISTRATIONS, AND/OR CERTIFICATIONS

- Valid driver's license

VI. ADDITIONAL REQUIREMENTS

- Delaware River and Bay Authority requires all employees to have direct deposit with a financial institution or enroll in the payroll card program to receive their bi-weekly pay
- All potential employees will be subject to a background investigation
- Subject to pre-employment drug testing

If you are interested in applying for this position please complete the on-line application at www.drba.net. In addition, please attach a resume to the completed application.

The Delaware River & Bay Authority is an Equal Opportunity Employer
(EOE). www.drba.net

