



Job Title: Intern

Department: Graphic Design and Communications

Division: Administration

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The Franklin County Auditor's Office is looking for excited and eager interns to work in our Communications Department on graphic design projects. This team is responsible for all internal and external branding, messaging, coordination, and staffing of office presence in the community, external communications, and constituent service.

**Overall Responsibilities:**

*Responsibilities will include but are not limited to:*

- Ability to create digital content for various social media platforms
- Reviewing, drafting, and sending external correspondence
- Drafting talking points, Newsletter articles, and Letters to the Editor
- Assist with outgoing mail activities
- File correspondence, records, cards, documented materials, and/or other file information
- Other duties as assigned

**Behavior/Expectations:**

- Video editing skills
- Perform the required duties to the best of your ability
- Arrive on time and ready to work
- Behave in a professional and courteous manner
- Dress should be business casual and office appropriate
- Reflect the values of the Franklin County Auditor's Office

Please submit a resume, three samples of your work, and application for consideration. If you have any questions, feel free to reach out to Rachel Hisey at [rehisey@franklincountyohio.gov](mailto:rehisey@franklincountyohio.gov) or 614-525-7369.



**FRANKLIN COUNTY AUDITOR MICHAEL STINZIANO**

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