



Job Title: Intern

Department: Communications & Community Outreach

Division: Administration

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The Franklin County Auditor's Office is looking for excited and eager interns to work in our Communications and Community Outreach Department. 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:*

- Data entry and compiling or cleaning lists
- 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:**

- 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, writing sample, and area of interest to [rehisey@franklincountyohio.gov](mailto:rehisey@franklincountyohio.gov) for consideration. If you have any questions, feel free to reach out to Rachel Hisey at the email address above or 614-525-7369.



**FRANKLIN COUNTY AUDITOR MICHAEL STINZIANO**

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