



## Millcreek

### Job Posting

### Communication & Programs Intern

Hiring Range: \$12.00/hour - \$15.00/hour

Part-time (Approximately 20 hours per week)- No Benefits

Posted: June 20, 2018

Posting Closes: June 29, 2018

#### **JOB SUMMARY**

Millcreek, Utah's newest City, is seeking two part-time interns to assist the Communication & Programs Department.

#### **POSITION(S) SUPERVISED**

This position has no supervision responsibilities

#### **TYPICAL DUTIES**

1. Meet performance standards established with the employee's supervisor.
2. Assist in preparation of notices and flyers.
3. Be available to assist at special events, including weekends and evenings, occasionally outdoors.
4. Assist in city social media content preparation and posting.
5. Assist in community meetings in city offices or offsite, occasionally outdoors.
6. Perform basic clerical duties as needed.
7. Perform other duties as assigned.

#### **MINIMUM QUALIFICATIONS**

1. Education and Experience:
  - a. High School diploma or G.E.D.;
  - b. One (1) year of experience performing above or related duties;
2. Special Qualifications:

Valid Utah Class D Driver's License required.
3. Knowledge, Skills and Abilities:
  - a. Ability to greet visitors in a friendly, professional manner.
  - b. Ability to operate a personal computer and an understanding of Microsoft products.

- c. Understanding of basic design guidelines.
- d. Understanding of social media outlets.
- e. Ability to work independently and communicate effectively.
- f. Ability to work well with the public, elected officials, department directors and support staff.
- g. Perform other duties as assigned.
- h. Willingness and ability to adapt to a rapidly changing environment.

### **WORKING CONDITIONS**

1. **Environment:** Work is performed primarily in a standard office environment as well as out of office and occasionally out of doors. Light physical effort is required.
2. **Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.
3. **Vision:** See in the normal visual range with or without correction
4. **Hearing:** Hear in the normal audio range with or without correction.
5. **Attendance:** Employee is expected to be flexible in scheduling and willing to work evenings and weekends.

#### **Application Process:**

Interested applicants should submit a resume with cover letter and references to:

Millcreek Human Resources  
Attn: Laurie Johnson  
3330 South 1300 East  
Millcreek, UT 84106

**OR**

ljohnson@millcreek.us

**Final candidate must be able to pass background check and pre-employment drug screen.**

Millcreek is an equal opportunity employer *without regard to age, marital status, color, disability, national origin, sex, sexual orientation, gender identity, race or religion.*