

**PORTAGE AREA REGIONAL TRANSPORTATION AUTHORITY (PARTA)
POSITION DESCRIPTION**

Position Title: Graphic Design Intern
Department: Marketing/Customer Service
FLSA Status: Nonexempt Pay: Hourly/N9

Category: Non Safety-Sensitive
Revision Date: 12/18/2013
Reports to: Director of Marketing

JOB RESPONSIBILITIES (Performs other related duties as assigned.)

Under general supervision, assists the marketing department to create programs and activities that promote PARTA services and employment opportunities to the public. Promote positive image of PARTA by providing customer-oriented service. Perform work safely; follow safety work rules, guidelines and procedures and exercises maximum care and good judgment to prevent injury and accidents from occurring.

ESSENTIAL FUNCTIONS OF THE POSITION

Write and create press releases, newsletters, flyers, web site, etc.; prepare mailing lists; coordinate distribution of promotional materials to targeted audiences.

Assist in the implementation of marketing and public relations activities. Assist in marketing of special events and coordination of special projects.

Represent PARTA at special events and employment recruitment activities.

Work outside of scheduled work hours, including evening, weekends, and holidays, when needed and assigned in advance.

QUALIFICATIONS

- A. Enrollment in undergraduate or graduate level accredited degree program in marketing, public relations, or a closely related field, and
- B. Possession of the following knowledge, skills and abilities:

Knowledge of personal computer applications. Skill in writing and creating press releases, newsletters, flyers, web sites. Ability to prepare mailing lists and coordinate distribution of promotional materials to targeted audiences. Ability to read and understand information and ideas presented in writing; to listen to and understand information and ideas presented through spoken words and sentences; to communicate information and ideas in writing so others will understand; to talk to others to effectively communicate information.

LICENSURE OR CERTIFICATION REQUIREMENTS

- A) Valid State of Ohio Driver's License with no more than four (4) points required at time of hire.
- B) Successful completion of previous employment verification and criminal background investigation.
- C) Successful completion of Non-Department of Transportation Pre-Employment Drug Screen.

TOOLS AND EQUIPMENT USED

Operates personal computer and other related office technology; 10-key calculator; telephone; cellular phone; copy machine; fax machine; audio/visual equipment and related components.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

In accordance with the U.S. Department of Labor Physical Demands Strength Rating, this is considered Sedentary Work – Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects, including the human body. Sedentary work involves sitting most of the time, but may involve walking or standing for brief periods of time.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The working environment involves exposure to conditions generally found in an office setting and in a vehicle maintenance garage. Hours of work may vary and may include working outside of scheduled work hours, including evening, weekends, and holidays.

ADDITIONAL INFORMATION

Selection shall be based on ability to meet those job qualifications specified in the job description. This shall be determined from information received through the job application, resume, interview and references and may include job-related testing. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

PARTA has established the goal of 100 percent drug and alcohol free workplace. Applicants will be required to undergo urine drug testing prior to employment and may be subject to further drug and alcohol testing throughout their period of employment.

“PARTA does not discriminate in provision of services or employment because of handicap/disability, race, color, creed, national origin, sex or age.”