



Intern Job Title:	Public Information Intern
Agency Unit:	Administration
Supervisor:	Health Communication Specialist

Position Summary:

The Public Information intern will be responsible for assisting with project development related to Health Communication. Under the direct supervision and guidance of the Health Communication Specialist, the intern will participate in video project planning, shooting, and editing. Other duties relating to visual and/or written communications within or relating to the Toledo-Lucas County Health Department as assigned.

Essential Duties:

1	Assist in visual planning, shooting, and producing video projects.
2	Assist with various research needs, including promotions/marketing opportunities.
3	Attend meetings, webinars, or training sessions with assigned supervisors.
4	Help organize and manage projects, including background research, pre-project planning and fact-checking.
5	Assist with website materials including content creation, formatting, and management.
6	Assist with social media planning, publishing, and management.
7	Participate in data analysis.
8	Perform other tasks or duties within the scope of the TLCHD at the request of the Health Communication Specialist, HIV/STI Program Coordinator, and other organization leaders.

Basic Qualifications

- Pursuing a Bachelor’s degree in Public Health, Journalism, Telecommunications or closely related field
- Excellent verbal and written communication skills
- Exceptional attention to detail
- Ability to effectively prioritize and manage multiple tasks
- Experience in video editing software (Adobe Premier preferred)
- Experience in social media
- Ability to work collaboratively with diverse team members
- A valid driver’s license and reliable transportation are required