

CCAO 2024 Communications and Design Internship

The County Commissioners Association of Ohio (CCAO) is a trade association that represents all 88 of Ohio’s counties. CCAO advances effective county government for Ohio through legislative advocacy, education and training, technical assistance and research, quality enterprise service programs, and greater citizen awareness and understanding of county government. CCAO is seeking a qualified candidate for a summer Communications and Design Internship position. Applications will be accepted until the position is filled.

CCAO is seeking an intern majoring in communications, graphic design, marketing or a related field with an interest in local government and at least two years of college experience. The intern will work 20 - 25 hours per week between mid-May and mid-August. The intern will work closely with CCAO’s communications coordinator and assist with projects including publication layout and design, website updates, creation of graphics for social media and web use, storytelling through written articles and press releases, and assistance with photography and videography. The intern may work on projects for CCAO, the County Risk Sharing Authority (CORSA), the County Employee Benefit Consortium (CEBCO), the CCAO Service Corporation and the CCAO Research & Education Foundation.

**Duties and Responsibilities**

* Assist with publication design and layout on both short and long-form materials such as annual reports, event programs, and flyers
* Create graphics for use on the web and social media
* Complete website updates as needed
* Occasional travel to counties across Ohio
* Write articles for CCAO’s online magazine, County Leader; gather content by interviewing CCAO members
* Occasional assistance with photography and video production

**Education/Experience Requirements**

* Minimum 2 years of college experience or coursework
* Proficiency in Adobe Creative Suite, primarily InDesign, Illustrator and Photoshop
* Proficiency in Microsoft Office, primarily Word, PowerPoint and Excel
* Relevant coursework in graphic design, communications, media relations or related fields

**Required Application Materials**

* Resume
* Cover Letter
* Digital design portfolio
* Contact information for three references, including at least one academic reference

Send all materials to Jessica Newbacher, CCAO Communications Coordinator at jnewbacher@ccao.org.

**Compensation**

This is an hourly position with an estimated rate of $20 / hour, depending on experience and qualifications. The internship is not a permanent position and is not eligible for retirement, health, or other benefits.