

## Middletown Township Job Description

**TITLE:** Communications Intern  
**DEPARTMENT:** Administration  
**REPORTS TO:** Public Information Officer  
**FLSA STATUS:** Part-Time Temporary, Non-Exempt  
**BARGAINING UNIT:** None

### PURPOSE

The Communications Intern will assist the Public Information Officer with internal and external communications and community engagement efforts for Middletown Township. This position provides hands-on experience in municipal communications, including social media management, content creation, website updates, photography, video production, and public outreach initiatives.

The intern will gain valuable experience working in local government communications and supporting initiatives that inform and engage residents.

### ESSENTIAL FUNCTIONS

- Assist in developing a comprehensive Township-wide communications plan
- Support the creation and implementation of internal branding standards, including messaging, tone, and visual consistency
- Assist in auditing existing Township communications materials for consistency and effectiveness
- Help develop templates, guidelines, and tools to improve internal and external communications
- Research best practices in municipal communications and branding
- Assist in strengthening internal communications between departments
- Assist in developing and publishing content for Township social media platforms
- Assist with writing and editing content for Township newsletters, website articles, and announcements
- Assist with graphic design projects including flyers and promotional materials
- Assist with photography and video production at Township events and meetings
- Support updates and maintenance of the Township website

- Assist in monitoring social media engagement and analytics
- Attend Township meetings and events as needed
- Perform other duties as assigned

## EDUCATION AND EXPERIENCE

### Education:

Undergraduate or graduate student pursuing a degree in communications, public relations, marketing, journalism, digital media, or related field.

### Experience:

- Experience with social media platforms preferred
- Experience with graphic design tools such as Canva or Adobe Creative Suite preferred
- Photography and/or video editing experience preferred but not required
- Interest in public service or local government communications strongly preferred

## KNOWLEDGE, SKILLS, AND ABILITIES

- Strong written and verbal communication skills
- Ability to write clearly and professionally for various audiences
- Creative thinking and ability to develop engaging content
- Ability to work independently and manage multiple projects
- Knowledge of social media platforms and digital communications
- Basic knowledge of Microsoft Office (Word, Excel, PowerPoint)
- Ability to maintain professionalism and confidentiality

## WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable individuals with a disability to perform the essential functions.
- While performing the duties of the job the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle or feel objects, tools or controls, and reach with hands and arms. The employee is required to use office machines such as computers, telephones and other office equipment.
- The employee may occasionally lift and/or move up to 25 pounds. Specific vision

abilities required by this job include close vision and the ability to adjust focus.

- This position works 15 - 25 hours per week. Some evening or weekend hours may be required for events and meetings.

## LEARNING OBJECTIVES

The Communications Intern will gain experience in:

- Municipal communications and public information
- Social media management and strategy
- Government communications and public engagement
- Website and digital content management
- Event coverage, photography, and video production
- Professional writing and media relations