



CITY OF ORLANDO JOB DESCRIPTION

JOB TITLE: Parks Marketing/Special Events Assistant - Internship

PAY: Unpaid

HOURS: 10-20 hours per week primarily between 7:30 a.m. to 4:30 p.m. Monday through Friday with occasional nights and weekends.

LOCATION: 1206 W Columbia St, Orlando, FL 32805

NATURE OF WORK:

Work with staff to develop & implement a marketing plan for indoor and outdoor park facilities. Plan would consist of coordinating graphic pieces for distribution and creating a neighborhood outreach program. Position responsible for working with staff, promoters and volunteers to ensure high quality events are conducted on City Property.

MINIMUM QUALIFICATION REQUIREMENTS:

High school graduate, college preferred, with skills in print and digital marketing techniques. Experience coordinating special events of various sizes. Interest in parks and outdoor nature related events a plus. Highly organized with excellent computer skills. Valid Florida Driver's License.

Qualified candidates, please send resume to Matthew.Fortini@Cityoforlando.net.