



**Job Title: Public Affairs Intern  
(Part-time)**

MORPC is currently seeking candidates interested in a part-time (15 hours per week) internship in our Public and Government Affairs area. There is flexibility with respect to candidate availability and determining hours worked each day. The selected candidate will be afforded the opportunity to immerse themselves in a variety of tasks and related projects in support of the Public and Government Affairs Department. Working directly with the Public Information Officer and Membership Services Coordinator, primary responsibilities include the following:

- Track MORPC media stories and collaborate on public relations strategies
- Assist with special events, social media outreach, scheduling and setup of meetings
- Assist in drafting articles and press releases

In addition to the above listed responsibilities, the Intern will be afforded extraordinary access to the local regional planning community. By way of their presence at the MORPC offices, the Intern will be afforded access to all members of the MORPC team for the purposes of learning the inner workings of the Central Ohio regional planning community with boundless opportunities for networking, mentoring and relationship building.

MORPC is seeking someone with a strong mix of hard and soft-skills. To that end, ideal candidates will possess the following:

- Proficiency with Microsoft Office and social media tools
- Strong Interpersonal and Listening Skills
- Effective Written & Verbal Communication Skills
- Experience in preparing professional written communications

MORPC is an EOE/AAP employer. Hourly rate is \$10 working 15 hours per week. Submit resume to: MORPC, 111 Liberty Street, Columbus, OH 43215, **Attn: PA-1-10**. For immediate consideration fax resume to 614/233-4206. [www.morpc.org](http://www.morpc.org)