JOB DESCRIPTION

Position: Multimedia Communication Intern
Department: Public Health
Reports To: Communication and Marketing Manager
FLSA Status: Non-Exempt
Driving Classification: Marginal
Management: Non-Supervisory

OVERVIEW OF MESA COUNTY PUBLIC HEALTH

Mesa County Public Health was formed in 1948 as a political subdivision of the State. We provide a wide range of public and environmental health services to Mesa County residents and, in some programs, the region.

Mesa County Public Health is a leader in our community, our region, and throughout Colorado. We are committed to upholding standards that align our actions with our mission, vision, and values. We are an efficient and innovative organization and we are very proud of the work we do. We have high expectations of our leaders, our peers, and ourselves. We believe in the power of community partnerships to develop sustainable solutions for our residents. Mesa County Public Health employees believe in the principles of Epidemiology, support evidence-based interventions, and advocate for healthy lifestyles at the personal and community levels.

Our Vision: Mesa County is a vibrant, caring, connected community where everyone has the opportunity to thrive.

Our Mission: Mesa County Public Health works collaboratively to anticipate and respond to conditions that impact the health of residents and visitors.

Our Values:
- **Excellence** is the result of high intention, sincere effort, and the vision to see obstacles as opportunities.
- **Community** is shared commitment and collaboration to achieve the best outcomes.
- **Empowerment** is supporting employees and community members to learn, grow, take on challenges, and make impactful decisions.
- **Wellness** is creating balance to achieve a healthy and fulfilling life.

JOB SUMMARY

As a member of the Communication and Marketing team, this position helps support the development, implementation, and execution of strategic communication materials to increase the value of Public Health and the programs and services we offer. Requires creative application of graphic design.

Updated 4/17/2024
ESSENTIAL JOB FUNCTIONS

The following duty statements are illustrative of the essential functions of the job and do not include other non-essential or marginal duties that may be required.

- Design and create digital and printed content for the public to increase visibility of Public Health programs.
- Ability to tailor communication to specific populations.
- Assist with managing social media platforms and executing digital media campaigns.
- Brainstorm and develop various multimedia campaigns, create templates, and content.
- Review and understand Public Health best practices and guidelines in order to communicate recommendations to the public.
- Possess verbal, written, interpersonal, and customer service skills.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience
- Experience in mass communication, marketing, or graphic design.
- Working knowledge of social media platforms.
- 1 year related experience.

OR
- Any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Computer and Technology
- Experience with graphic design software such as Canva and Adobe Creative Suite.
- Experience with Google Applications including Gmail and Drive.

PHYSICAL REQUIREMENTS and WORKING ENVIRONMENT
- This position requires standing, stooping, sitting, bending, twisting, and lifting up to 10 pounds.
- Work is generally confined to a standard office environment.
- May be exposed to communicable diseases and infections.

In compliance with the Equal Pay for Equal Work Act the following items can be used as a determining factor in the starting and ongoing wage of an employee working in this position:

- A seniority system that rewards employees based on length of employment and relevant experience with prior agencies.
- A merit system that rewards or penalizes employees for exceptional or below standard job performance.
- Education, training, or experience to the extent that they are reasonably related to or impact the efficiency of the work in question

Updated 4/17/2024