

ATTENTION:

The Charles County Sheriff's Office



Is now accepting applications
for the position of

Public Information Digital Media Intern



This is a noncritical unpaid intern position within the Charles County Sheriff's Office Public Information Office between May and September. School credits may be earned while in this position.

REQUIREMENTS:

- Graphic arts and the ability to produce fliers, posters, brochures, and graphics/Infographics is required
- Experience in photography and photo editing software is required
- Experience in videography and video editing software is desired
- Vast knowledge of social media platforms including Facebook, Twitter, and YouTube
- Experience managing website content and integrating with social media desired; familiarity with WordPress preferred
- Possess strong organizational, planning, and public relations skills.
- Pass various clerical skills tests.
- Ability to utilize a high level of discretion, good judgment, and confidentiality.
- May require occasional evening/weekend hours

APPLICATIONS AVAILABLE AT:

Administrative Headquarters Building: 6915 Crain Highway, La Plata, MD

District I Station: 6855 Crain Highway, La Plata, MD

District II Station: 4401 Indian Head Highway, Indian Head, MD

District III Station: 2160 Old Washington Road, Waldorf, MD

Online at: www.ccsso.us

Closing Date: May 2, 2014

Please submit resume with completed application

For more information call: (301) 609-6417

AN EQUAL OPPORTUNITY EMPLOYER