



**City of Willoughby**  
1 Public Square  
Willoughby, OH 44094  
(440) 951-2800  
willoughbyohio.com

### **Summer 2026 Communications Intern**

The City of Willoughby is seeking a creative, dependable, and motivated Communications and Marketing Intern for Summer 2026. This internship offers hands-on experience supporting citywide communications efforts in a fast-paced local government environment.

Under the supervision of the City Administrator, the intern will work approximately 25–30 hours per week throughout the summer in a communications support role. The primary worksite is Willoughby City Hall, though some assignments may require attendance at local community events, project sites, or other city facilities.

This is an excellent opportunity for a student pursuing a career in communications, marketing, journalism, public relations, digital media, or a related field. The selected candidate will gain real-world experience promoting city programs, services, events, and initiatives through digital and traditional communication platforms.

#### **Essential Functions & Responsibilities**

Responsibilities may include, but are not limited to:

- Create and manage content for the City’s social media platforms, including short videos, reels, stories, photography, and graphics
- Assist with website updates, content organization, and the city’s website redesign project
- Write and edit press releases, website copy, newsletters, social media posts, and other communication materials
- Capture and edit photo and video content at city programs and community events
- Assist with public engagement campaigns, event promotion, and strategic messaging efforts
- Help develop creative concepts and communication plans for special projects
- Conduct social media research, engagement tracking, and digital analytics
- Support newsletter development, email marketing, and digital asset management
- Collaborate with City departments to promote programs, services, and events



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### **Qualifications:**

- Strong written and verbal communication skills
- Experience creating content for social media platforms such as Facebook, Instagram, LinkedIn, and TikTok
- Familiarity with graphic design and content creation tools such as Canva or Adobe Creative Suite
- Experience with photography, videography, and/or video editing preferred
- Strong organizational and time management skills
- Ability to work independently and collaboratively in a professional environment
- Creative, self-starting mindset with strong attention to detail
- Ability to manage multiple assignments and meet deadlines
- Dependability and adherence to established work schedules and expectations

### **Education Requirements**

Applicants must be actively pursuing a degree in Communications, Marketing, Public Relations, Journalism, Digital Media, or a related field.

### **Position Details**

- Summer 2026 Internship (early June – mid August)
- Approximately 25–30 hours per week at Willoughby City Hall
- Hourly rate: \$20-25, based on experience

### **Additional Requirements**

- Valid driver's license and reliable transportation required
- Must have access to a smartphone capable of capturing and editing photo/video content for communications and social media use
- Ability to travel to City facilities, project sites, and community events as needed

To apply, please submit a resume and relevant work samples, portfolio materials, or examples of social media/content creation work via email to: [HRjobs@willoughbyohio.com](mailto:HRjobs@willoughbyohio.com) - Please put Communication Intern in the subject line of the email.