



GEAUGA PARK DISTRICT

Seasonal Marketing Intern

Geauga Park District is seeking a motivated and detail-oriented seasonal marketing intern to assist with a variety of marketing, communications and administrative projects throughout the summer. This full-time position offers hands-on experience in public-sector marketing, publication production, graphic design support and digital communications in a collaborative Park District environment.

The seasonal marketing intern will work out of Big Creek Park's Meyer Center, be supervised by the Marketing Coordinator, and work closely with both the Marketing Coordinator and Graphic Designer in learning and executing assigned daily and weekly tasks.

Pay & Schedule

- Seasonal full-time or part-time position (up to 40 hours/week)
- \$15.00 per hour
- Typical weekday schedule; occasional flexibility may be required depending on project deadlines

Primary Responsibilities

- Update and maintain informational bulletin boards throughout Geauga Park District parks and facilities, ensuring materials are current, organized and visually appealing according to Graphic Designer specs and design
- Assist with publication content development and design for materials such as the *Chit Chat* volunteer newsletter, Nature Writing Contest chapbook, fall *Park Explorer* Activity Guide, and other marketing publications
- Research, claim and update online search engine and business directory listings, including platforms such as Google and Bing
- Assist with general marketing and administrative projects as time allows, including:
 - Employee ID card preparation
 - Lobby map and signage updates
 - Digital and physical file organization
 - Miscellaneous marketing support

Desired Skills & Qualifications

- Current college student or recent graduate pursuing marketing, communications, graphic design, journalism, public relations or a related field
- Strong written communication, proofreading and organizational skills
- Basic experience with the graphic design software Adobe InDesign, Adobe Photoshop & Adobe Illustrator, and familiarity with Microsoft Office & Microsoft Edge
- Ability to manage multiple projects and deadlines with attention to detail
- Comfortable learning new software platforms and online systems
- Ability to work both independently and collaboratively in an office setting
- Interest in parks, Nature, community engagement or public service is a plus

What You'll Gain

- Real-world experience in marketing and communications within a public agency
- Hands-on exposure to publication development and design workflows
- Experience managing digital presence and search listings
- Mentorship and collaboration with marketing and graphic design professionals
- Portfolio-building opportunities through meaningful public-facing projects

To apply, visit www.geaugaparkdistrict.org under About GPD, then Careers, and scroll down for an application, then complete and email it to jobs@geaugaparkdistrict.org.