

GENESEE COUNTY ROAD COMMISSION
Administrative Offices



JOB POSTING
OPEN TO THE PUBLIC

SUMMER COMMUNICATIONS INTERNSHIP

The Genesee County Road Commission (GCRC), Flint, MI, is pleased to announce its paid Communications Internship Program and invite interested applicants to apply. Resumes are being accepted for a Communications Intern position working forty (40) hours a week during May to September. Working alongside the Communications Coordinator to gain experience in internal and external communication and will assist with promoting GCRC's positive role in the community under the direction of the Deputy or Managing Director. In addition to supporting internal and external communications strategies and tactics, among other responsibilities.

Ideal applicants are individuals currently enrolled in or have recently completed a bachelor's degree (B.A./B.S.) from a four-year college or university in communications, graphic design, digital media, or another relevant field. Individuals should have working knowledge of the Microsoft Office Suite, including Word, Excel, and PowerPoint. Familiarity with SEO, Constant Contact, WordPress, and other marketing tools and tactics preferred. With working knowledge of Adobe Suite, including InDesign, Illustrator, Photoshop, Canva, and/or similar design applications, is highly preferred. As an intern, you may handle confidential information. You must maintain strict confidentiality during and after your internship.

Must possess a High School Diploma / GED and a valid Michigan Driver's License. The pay rate is \$17.00 / hr. with no benefits. Applicants should email their resumes to mpearson@gcrc.org or mail resumes to: Monica Pearson, Genesee County Road Commission, 211 W. Oakley St., Flint, MI 48503. GCRC will accept resumes thru Thursday, April 25, 2024. EOE.
