Intern – City of Lake Helen, FL  
Salary Range: $875.00 per semester  
(DOQ) Posted 09/01/17  
Closing: Open until filled

General Description

This year-long position performs plans, prepares and coordinates community events of regional significance. The Intern is also responsible for establishing and maintaining relationships with City vendors to ensure the continuous occurrence of events that will engage the Lake Helen Community. The position will also be responsible for creating a business operations manual, which will guide incumbents on the effective execution of the marketing, planning, and coordination of community events. Additionally, the position will be responsible for establishing and maintaining relationships with organizations in Volusia County that will provide the City with a dependable base of volunteers to assist with City-coordinated events. Additional activities include, but are not limited to, preparation of written correspondence, interactions with elected officials and other prominent members of the community, attendance at community events, and light travel. Sound independent judgment, initiative and professionalism are required.

Knowledge, Skills and Abilities

- Considerable knowledge of marketing and event coordination principles
- Ability to establish and maintain effective working relationships with employees, department heads, the general public and other professionals
- Effective communication and leadership skills
- Ability to appraise needs of the City and to identify opportunities for meaningful partnerships
Minimum Qualifications

- Junior or senior in progress toward a Bachelor’s degree in Marketing, Business Administration, Communications, or a related field; an interest in a career in government is preferred
- Skilled in Microsoft Word, Publisher, Excel, as well as the Adobe Creative Suite to include form creation
- Possess a valid FL Driver’s License

Application Process:

Résumé may be submitted to the email address below. For questions regarding the position, please call 386-228-2121 and ask for the City Clerk.

City of Lake Helen
Attn: Becky Witte, City Clerk
P.O. Box 39
Lake Helen, FL 32744
386-228-2121
386-228-9714 (fax)
bwitte@lakehelen.com

The City of Lake Helen will offer to the Intern a stipend, which will be remitted at the end of each semester.