

Marion County Recorder's Office 2016 Internship Opportunities

Overview: The Marion County Recorder's Office is seeking highly motivated students with a passion for serving others for its summer internship program. Students will gain hands-on experience working in local government and serving the public.

Compensation and Schedule: Two (2) paid internships available at from May – August. Pay is \$10/hour. Flexible schedule available; some evening and/or weekend hours may be required. Position is temporary, seasonal and not eligible for benefits.

This job description outlines the objective, primary responsibilities, requirements and qualifications for the Research and Public Outreach Intern(s).

Objective: The Research and Public Outreach Intern(s) will be responsible for a variety of tasks to enhance the overall effectiveness of the Recorder's Office. The primary focus areas include community outreach and engagement, research and administrative support.

Primary Responsibilities (including, but not limited to):

- Assist the office in the development and implementation of its outreach, community engagement, and public relations efforts.
- Create and maintain databases.
- Coordinate and schedule presentations with neighborhood associations, community organizations and special events.
- Develop, maintain and expand marketing channels/methodologies to industry stakeholders, civic organizations and the public at large.
- Create and edit publications and informational materials.
- Maintain updates to website and social media.
- Locate and catalogue records for use by the public.
- Receive calls and direct inquiries to appropriate staff.

Requirements: Position(s) requires multi-tasking skills and the ability to work independently. Excellent interpersonal and communications skills are required. Attention to detail, demonstrated ability to shift direction in response to changing work situations are vital.

Qualifications: Proficiency with Microsoft Office Outlook, Word, and Excel is required; Publisher and Power Point or similar programs preferred. The ideal candidate will have an interest in working in public administration, public relations and/or information sciences. High school diploma and some college required. Ability to provide transportation to and from work is required.

Application Instructions: Send resume to Chris Becker, Chief Deputy Recorder – chris.becker@indy.gov by Friday, April 1, 2016.

The Recorder's Office maintains property and other records in perpetuity and make them available to the public. Providing a clear chain of custody for real estate transactions is essential to a functioning and thriving local economy. Additionally, the Office provides a variety of services to property owners, business owners and veterans.