

# MAHONING COUNTY PROSECUTOR'S OFFICE

## INTERN OB DESCRIPTION

**Position:** Community Outreach Intern

**Location:** 21 W. Boardman Street, Youngstown, OH 44503

**Duration:** January 2024 - May 2024

**Schedule:** 15-20 hours/week, flexible between 8-4:30, M-F)

**Reviews:** Mid-point and Final

**Driver's License Required:** No

**Car Required:** No

**Supervisor:** Linette Stratford, Chief Assistant Prosecutor

**Work Environment:** Office, Some local travel for meetings, No exposure to hazardous conditions

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**Learning Outcomes:** By the end of the internship, the student will be able to:

- 1) Understand the ethics, priorities, budgets, functions, and interactions of the MCPO within the county government structure and the community.
- 2) Identify topics of community concern, and identify reliable sources of information on those topics.
- 3) Respond sensitively and appropriately to first-level questions and concerns of individual community members and organizational partners.
- 4) Write professional materials such as newsletters, press releases, and social media posts, tailored appropriately to the audience, and adhering to county standards.
- 5) Develop outreach programs targeted to educate the public or provide a public service

*The intern's performance will be reviewed (at mid-point and end of internship) based upon the above learning outcomes and basic work skills (i.e. attendance, professionalism, communication, follow-through, accuracy, etc.).*

### Job Duties:

- 1) Attend meetings with professional staff and the MCPO's community partners.
- 2) Assist with the training of MCPO's Therapy Dog in training, Hope.
- 3) Assist in grant application and grant management.
- 4) Conduct research on topics of community concern and submit summary reports, identifying key issues.
- 5) Respond to basic inquiries from the public via email and telephone.
- 6) Assist in the writing, editing, and publishing of newsletters, press releases, and social media posts, adhering to county standards.
- 7) Perform general clerical work and other related duties, as assigned.

### Qualifications:

Pursuing a bachelor's degree.

A strong interest in government service and/or community issues at the local and regional level.

Strong writing skills. A writing sample or social media post sample will be required upon interview.

Prefer some experience working in an office environment, with the public, or in a customer service role.

Computer Skills: MS Word, Excel, and PowerPoint preferred.

Background Check Required