



**DOMINIUM
DOMINIUM JOB DESCRIPTION**

Name:	Location: Corporate
Job Title: Community Relations Intern	Department: Public Affairs
Reports To: Public Affairs Department	FLSA Status: Non-Exempt (Hourly)
Date: Spring or Summer 2022	

HOURS: Core hours are 9:00AM – 4:00 PM, with other hours determined by supervisor.

POSITION SUMMARY:

The primary responsibilities of this position are:

1. The Community Relations Intern will provide support to the Public Affairs department as assigned by senior public affairs staff while adhering to the policies and procedures set by Dominium and maintaining professional relationships with all Dominium staff and external Dominium business associates.
2. Tasks include: Assist with projects as assigned by the Community Relations department, help with Dominium's corporate social responsibility plan, and complete other duties as assigned.

ESSENTIAL FUNCTIONS:

1. Assist with projects for the Community Relations department, including but not limited to charitable event management, corporate social responsibility, and Dominium Gives initiatives.
2. Effectively communicate with interdepartmental staff
3. Maintain timely and regular attendance

Complete other duties as assigned.

SUPERVISORY RESPONSIBILITIES:

This position has no supervisory responsibilities.

QUALIFICATIONS: (Knowledge, Skills, Abilities, Education, Training and Experience.)

1. Education and/or experience
 - a. Must be in the process of earning a bachelor's degree in a community relations or communications related field; or earned a bachelor's degree in a community relations or communications related field within the previous 12 months.



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2. Language Skills
 - a. Good verbal and written communication skills
3. Research & Reasoning Skills
 - a. Average research ability and above average reasoning skills
4. Computer Skills
 - a. Experience with Microsoft Office
5. Other
 - a. Great attention to detail
 - b. Ability to work with personnel at all levels of the corporation in a “team” environment to achieve optimal solutions to department challenges
 - c. Ability to accept delegated assignments, work with moderate independence

PHYSICAL REQUIREMENTS/ WORK ENVIRONMENT:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to communicate in English clearly with others orally and in writing.
- Work environment is an indoor office environment with 75% sitting, 15% standing and 10% walking.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, and/or responsibilities required of the employee. Additional functions and requirements may be assigned by Supervisors as deemed appropriate. This job description does not alter the at-will employment relationship. This document does not represent a contract of employment. This job description may change or be altered by the company at any time, with or without notice.

Employee Signature: _____ **Date:** _____
Signature confirms receipts & understanding of duties required in this position.