



Graduate Intern (Blueprint)

Blueprint Intergovernmental Agency

Hirely Rate: \$13.00 per hour

Blueprint Intergovernmental Agency is seeking qualified Graduate Intern to join its team. The Blueprint Intergovernmental Agency is a unique, joint City of Tallahassee-Leon County Agency responsible for planning, designing, and constructing community-enhancing projects funded by a local option one cent sales tax. Blueprint project managers, engineers, and planners work together to preserve, protect, and enhance the community's quality of life through the implementation of holistic and coordinated transportation, water quality, environmental and green space projects. The Blueprint program began in 2000, and it is now entering its second iteration of voter approval. The workload encompassed by this second iteration is a series of 27 varied projects, which have been programmed for completion within the next 20 years with an approximate value of \$750,000,000. For more information regarding Blueprint's upcoming projects, please visit <http://www.blueprintia.org/>.

To support the Agency's increasing communication needs, Blueprint seeks to hire a graduate intern to join the team within the Blueprint Public Involvement Office. **This is part-time paid internship opportunities for a period from two semesters up to one year, assisting with the agency's communications and marketing projects.** The intern works under immediate supervision and participates in on-the-job and other training and projects to allow the intern experience in the communications, marketing and public engagement fields. The work is reviewed through reports, conferences and by results obtained.

- **Assist with written, printed and online communications and marketing material**
- **Provide support to the Agency's community engagement activities, web based and social media presence**
- **Provide assistance with presentations and e-marketing campaigns**
- **Research and planning assistance for communications and marketing projects**
- **Assist with preparations for Board, Committee and stakeholder meetings and other meetings as necessary**



Minimum Training and Experience:

Graduate Intern

Possession of a bachelor's degree and current enrollment in course work for a master's degree in the field in which the position is assigned.

Necessary Special Requirement

At the time of application applicants must be authorized to work in the United States and must have a cumulative grade point average of 2.75 or above.

CLOSING DATE: January 15, 2021

Must submit a City of Tallahassee application by date designated above. Visit <http://www.talgov.com>. Please follow application instructions precisely.

TDD Number: 711.

Equal Opportunity, Veterans Preference, Drug-Free Employer