



Parking Management Department  
900 Church Street  
Lynchburg VA 24504  
Phone: 434-455-4045  
Fax: 434-847-1439

## Job Specification for Parking Communications Intern

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### **Summary**

Performs challenging, creative and responsible work for the City of Lynchburg's Parking Management Department. Works closely with the Parking Manager and administrative staff. Works as part of a team using all available tools and technology.

### **Essential Duties**

Update and refresh the Parking Management Internal and External web pages with a new design, streamlined information and easy to use links;

Working with cutting edge parking technology, including; real time communication outlets for pay-by-cell, web payments, and mobile enforcement;

Working with the downtown communication outreach programs for new parking initiatives;

Working with other City of Lynchburg departments;

Attendance and involvement at the Parking Authority board of directors meetings and other specified meetings with the Parking Manager;

Working closely with City of Lynchburg Communication & Marketing Department to ensure consistency with City of Lynchburg public relations rules.

### **Education and Experience**

College student in the communications field and some web design experience. Strong interpersonal skills and ability to effect positive change. Requires the ability to work independently and as part of a team; ability to establish and foster effective working relationships with internal and external customers.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to quickly learn the City's content management software and website design; Must have knowledge of website content and design; Creativity and flexibility; Ability to learn new information quickly; Ability to work independently; Ability to meet deadlines in a timely manner; Commitment to quality; Experience with Microsoft Office including Excel, Word and Power Point; Excellent customer service skills; Create and type documents with minimal direction and ensure accuracy in grammar and spelling; Ability to proofread and edit letters; Researches, track and input data; Answer phones in a professional manner when necessary.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually quiet. Certain activities may occur in a louder environment. Some activities may take place outdoors.
- Work schedule is flexible – dependent upon the student's schedule.
- Responsibilities may require travel to other work sites within the City and/or State.

**Pay - \$500.00 Stipend (3 – 4 month Internship)**