



NEWS RELEASE



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FOR IMMEDIATE RELEASE:

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County Clerk Announces Summer Internship Opportunities

FREEHOLD, NJ – County Clerk Christine Giordano Hanlon has announced the launch of a summer student internship program at the Monmouth County Clerk's Office.

“It is important for our next generation of leaders to get involved,” said Clerk Hanlon. “I am excited to launch this opportunity for students to have first-hand experience in the inner-workings of county government.”

The program is open to rising junior and senior high school students, as well as full-time undergraduate students who are from Monmouth County, pursuing degrees in Government, Political Science, Archival Science, Communications, History, Business, Graphic Design, or related fields.

Interns in the Monmouth County Clerk's Office will gain insight into public service and the office's many divisions, and will gain valuable skills to prepare them for their future careers.

The summer student internship program is unpaid and available from June to August 2017. Applicants must submit a cover letter and resume to CountyClerk@co.monmouth.nj.us. Applications will be reviewed on a rolling basis.

If you have any questions about the summer student internship program, please email CountyClerk@co.monmouth.nj.us.

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OFFICE OF THE MONMOUTH COUNTY CLERK CHRISTINE GIORDANO HANLON, ESQ.



Summer Student Internship Program

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Monmouth County Clerk's Office Internship:

Responsibilities Include:

- Assisting the creation of social media content for the County Clerk's Facebook, Twitter, and Instagram Pages
- Updating the County Clerk's newsletter and information booklets
- Staffing the County Clerk at events and meetings
- Researching and analyzing county and constituent issues
- Maintaining databases and contact lists

Qualifications Include:

- Excellent written and oral communication, and analytical and evaluative skills
- Proficiency in Microsoft Office Suite
- Familiarity with Facebook, Twitter, Instagram, Flickr and YouTube
- Willingness to embrace a high-volume work environment with multiple projects and deadlines
- Highly organized and motivated, ability to pay serious attention to detail
- Access to reliable transportation
- Experience in graphic design is a big plus, but not required.

Archives Division, Monmouth County Clerk's Office Internship:

Responsibilities Include:

- Assisting with the indexing of negatives from the defunct *Red Bank Register* newspaper, primarily from 1971 to 1987
- Preserving, cataloging, and captioning negatives with the names of the people in the photos, photographers, and any additional information regarding the negatives
- Enhancing scanned newspaper photos to be used to attach images to database entries

Qualifications:

- Excellent written and oral communication, and analytical and evaluative skills
- Proficiency in Microsoft Office Suite
- Highly organized and motivated, ability to pay serious attention to detail
- Access to reliable transportation