



CARLA JACKSON  
Tax Commissioner  
HEATHER WALKER  
Chief Deputy

## COBB COUNTY TAX COMMISSIONER INTERNSHIP

### POSITION TITLE: COMMUNICATIONS COORDINATOR

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Internship Location: 736 Whitlock Avenue, Suite 100, Marietta GA 30064

Business Services Department: Reports to Communications Specialist

Compensation: Course Credit

### ABOUT OUR OFFICE:

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The Tax Commissioner's Office is established by the Georgia Constitution and is responsible for every phase of collecting and disbursing ad valorem property taxes. Our staff is separated into two divisions: Property Tax and Motor Vehicle. To learn more, please visit [www.CobbTax.org](http://www.CobbTax.org).

### INTERNSHIP DESCRIPTION:

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Working closely with the Communications Specialist and Business Services Manager, the Communications Coordinator Intern will assist with establishing, managing and instituting effective systems and processes that enhance the operations of the Tax Commissioner's Office.

This internship will last 14 to 15 weeks with flexible start and end dates between August and December. The intern is expected to work a minimum of 10 hours per week. Work hours are flexible within the work week, Monday to Friday, 8 a.m. to 5 p.m.

### HOW TO APPLY:

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Contact Maeghan Duckett, [maeghan.duckett@cobbcounty.org](mailto:maeghan.duckett@cobbcounty.org) to receive internship application.

Please insert "Communications Coordinator Internship Interest" in the email subject line and allow two to three business days for a response.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:

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- Assist department with revising and maintaining our employee learning and development training program
- Assist department with managing our employee recognition and involvement program
- Assist department with revising and implementing our communication plan including social media, community outreach, etc.
- Assist department with writing, creating and distributing internal and external marketing and communication materials, including, but not limited to, newsletters, articles, brochures and fliers
- Assist department with administrative and operational tasks including, but not limited to, data/file clean-up, document editing and email handling
- Provide support in planning the successful delivery of various events, including meetings, office involvement events and other activities
- Performs other related duties as assigned

## REQUIREMENTS:

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- Earned and/or enrolled in a college degree program in Communications, Marketing, Journalism, Public Relations or another related field
- Basic experience with office equipment such as computers and copiers
- Proficient in MS Office Suite; Adobe Creative Cloud Suite is a plus
- Great interpersonal skills and strong desire to work with people
- Attention to detail, organized and ability to multi-task
- Quick learner, shows initiative
- Must be willing to undergo a background check