

THE EASTERN IOWA AIRPORT POSITION PROFILE	JOB CODE #/TITLE: AN024 Airport Intern
POSITION #/TITLE: AN024 Airport Intern (<i>Marketing and Communications</i>)	Adopted: 02-23 Revised: 02-26

POSITION DESCRIPTION

Dept: The Eastern Iowa Airport	Manager Level: Non-Manager
Salary Plan/Description: ATS/Airport Temporary Seasonal	Salary Grade: 38
Reports To Position #/Job Code #/JC Title: 2213/AN013/ Director of Marketing & Communication	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Non-Exempt	Overtime Status (Employee Type): Non-Exempt (Exception Hourly)
Physical Demand Rating: Sedentary	Work Environment: Controlled
Pre-employment Testing: Drug screening after contingent offer.	Position Testing:
Personal Protective Equipment: None	

General Statement of Duties

The Marketing & Communications intern will help tell the story of the Eastern Iowa Airport (CID)! We're looking for two enthusiastic, creative interns to support our Marketing & Communications efforts through a year-long internship opportunity. This role offers hands-on experience in marketing, communications, and community engagement within the aviation industry. It is perfect for students who want real-world experience in a fast-paced, public-facing organization. Interns will assist with a variety of projects that support airport communications, branding, content creation, social media, and community outreach while gaining practical experience and professional mentorship.

You will interact with CID team members, stakeholder businesses, and engage with passengers who are choosing CID for their travel. This will provide you with portfolio-worthy work experience in the aviation industry and exposure to how a public-facing organization communicates with its community. Academic credit may be available depending on your institution.

Distinguishing Features of the Class

Some leeway is granted for the exercise of independent judgment and initiative.

Examples of Essential Work (Illustrative Only)

- Develop and maintain a comprehensive social media calendar and create engaging posts.
- Assist in writing content for the website, news stories, and press releases.
- Provide logistical support for the planning and on-site execution of local airport events.
- Perform routine website updates and assist with professional video and photography projects as needed.
- Support the collection of customer feedback and assist in analyzing survey data to improve passenger experience.
- Attend relevant staff, stakeholder, and vendor meetings.
- Attends work regularly at the designated place and time;
- Perform other related duties and tasks as assigned to support airport operations.

Required Knowledge and Abilities

Exceptional interpersonal and communication skills, with a proven ability to think independently and apply creative problem-solving.

Demonstrate professional experience managing social media platforms and content strategy.

Advanced working knowledge of the Microsoft Office Suite (Word, Excel, PowerPoint).

Basic proficiency in graphic design software (e.g., Adobe Creative Cloud or Canva) and/or experience in photography and videography.

Strong verbal and written communication skills for interacting with passengers, tenants, contractors, and city/agency officials;

Ability to prioritize, organize, and perform work activities with accuracy to meet deadlines, with the ability to manage multiple priorities in a fast-paced environment;

Ability to work in a team setting;

Acceptable Experience and Training

Must be a currently enrolled college student with a Junior or Senior standing at the start of the internship (Sophomores entering their Junior year are encouraged to apply).

Preference will be given to candidates pursuing a degree in Marketing, Advertising, Journalism, Public Relations, or a closely related Communications field; Other majors will be considered if candidates have relevant experience or coursework.

Required Special Qualifications

Valid Driver's License.

Pass and maintain security background check as per Transportation Security Regulations.

Essential Physical Abilities

Requires the following with or without reasonable accommodation:

Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;

Sufficient vision, which permits the employee to review a wide variety of written and electronic materials and information;

Sufficient manual dexterity, which permits the employee to handle a variety of records and files and to operate a computer;

Position Description Approval

Director must approve new or revised position descriptions. Other department approvals are optional (*i.e., supervisor, manager*). **Entering name signifies approval.**

Name: <i>(Dept Manager/Supervisor)</i>	Pam Hinman
Title:	Director of Marketing & Communication
Date Approved:	02-26

Name: <i>(Person completing form)</i>	Marty Lenss, CM
Title:	Airport Director
Date Approved:	02-26

Labor & Personnel Committee Approval

Name and Title:	Robin Therme, Chairman
Date Approved:	02-26