



FROM: OAIMA Personnel Committee
DATE: April 19, 2018
SUBJECT: Summer Internship

The Ohio Aggregates & Industrial Minerals Association, a trade association based in Gahanna, Ohio, is seeking to fill the position of Summer Public Relations Intern at its office location listed below.

We desire the applicant to be proficient in various computer skills and software to include Microsoft Office. Applicant should be detail oriented and have a very strong customer focus. Excellent written, verbal and electronic communication skills are a must. Those pursuing degrees or careers in the Geosciences, Association Management, Marketing or Business fields are encouraged to apply.

OAIMA will compensate the successful applicant at \$11.00/hour, 30 hours per week. 12 weeks during summer break.

The following is a list of the primary duties of this position. This list is not exhaustive and there may be additional duties added or deleted over time or at the discretion of the Executive Director.

- **OAIMA Centennial Publication: This major project includes documenting and publishing a book on the history of the association and its members. Collection of documents, photos and stories from OAIMA members will be collected. Interaction with members by phone, email and in person will be required. Some editing may be needed and the successful applicant will work closely with the publisher and will receive recognition in the final version of the 100 Year History publication.**
- **Education and Outreach – At the direction of the Executive Director, you will assist in continuing and enhancing our education and outreach programs. This will include assisting at scholarship fundraising events such as our annual golf outing, preparation of materials and content for teacher's programs and planning and set-up of our Ohio State Fair educational area. New ideas and initiatives are welcome.**
- **Website & Facebook Pages- Will assist in maintaining and updating the OAIMA and OMMEP websites and Facebook pages.**
- **Other- Other duties will include assisting office staff as needed.**
- **Any other duties deemed necessary by the Board of Directors and or the Executive Director.**

Please email Resume, letter of interest, at least two letters of reference and dates of availability to:

Patrick Jacomet
Executive Director
Ohio Aggregates & Industrial Minerals Association
746 Morrison Road
Gahanna, Ohio 43230
Email: patj@oaima.org