



SHAYLA D. FAVOR

FRANKLIN COUNTY PROSECUTING ATTORNEY

POSITION TITLE:	Public Affairs and Strategic Partnerships Intern
IMMEDIATE SUPERVISOR:	Chief of Staff
HOURS:	Monday - Friday; will work at least 15 - 20 hours per week between the hours of 9:00 AM and 5:00 PM.
TYPICAL STARTING SALARY:	\$18.00 per hour
MINIMUM REQUIREMENTS:	Undergraduate or graduate student pursuing a degree in public policy, political science, communications, public administration, or a related field.
FLSA:	Non-Exempt
CLASSIFICATION:	Unclassified

ORGANIZATION SUMMARY: The mission of the Franklin County Prosecutor's Office is to thoroughly and vigorously prosecute criminal offenders to protect the citizens of Franklin County and obtain justice for victims of crime, as well as to professionally, equitably, and efficiently provide legal representation and advice to governmental clients within the bounds of law and ethics.

POSITION SUMMARY: The Public Affairs and Strategic Partnerships Intern supports the Office's community engagement, communications, and government affairs initiatives. This position assists with outreach to community stakeholders, partner organizations, and government entities to advance strategic priorities, enhance transparency, and strengthen public trust. The intern will research policy issues, assist with event planning and external communications, track legislative and intergovernmental developments, and help manage partnerships that align with the Prosecutor's Office's public safety and justice reform goals. This role is ideal for students interested in public service, community relations, and the intersection of government and communications.

ESSENTIAL FUNCTION AND RESPONSIBILITIES:

Written Communications & Content Development

- Drafts and assists with the preparation of briefing documents, talking points, policy summaries, newsletters, press releases, public updates, and other written materials.
- Collaborates with the Communications Team to develop community highlights and other public-facing content.
- Assists with photography and videography for community events, social media, and other office communications.
- Uses social media platforms and other communication tools appropriately and professionally to support office initiatives.

Community Engagement & Strategic Partnerships

- Supports the planning, coordination, and execution of community engagement events, public forums, meetings, and other outreach initiatives.
- Assists with outreach to community organizations, advocacy groups, nonprofit partners, public officials, and other key stakeholders.
- Helps develop and maintain relationships with external partners and tracks ongoing community engagement and strategic partnership initiatives.
- Assists with public events, stakeholder communications, coalition-building efforts, and follow-up activities.



SHAYLA D. FAVOR

FRANKLIN COUNTY PROSECUTING ATTORNEY

- Demonstrates a commitment to equitable, transparent, and community-informed public service.

Research, Policy & Government Affairs

- Conducts research related to government, public policy, community engagement, public safety, and justice-related initiatives.
- Monitors local, state, and federal legislation and policy developments relevant to the work and priorities of the office.
- Assists with tracking legislative activity, policy initiatives, community issues, and other matters affecting the office and its stakeholders.
- Analyzes information and prepares clear, concise summaries to support internal decision-making and external engagement.
- Conducts work in accordance with applicable federal statutes and guidelines, the Ohio Revised Code, and the Ohio Administrative Code.

Project, Meeting & Administrative Support

- Manages and assists with multiple projects and assignments while meeting established deadlines and maintaining a high level of accuracy and attention to detail.
- Attends meetings, documents key discussions and takeaways, and assists with coordinating follow-up items.
- Maintains organized records and tracking mechanisms for projects, partnerships, outreach efforts, and other assigned initiatives.
- Effectively utilizes Microsoft Office Suite and other technology necessary to perform assigned responsibilities.
- Works effectively both independently and collaboratively across teams, divisions, and with external stakeholders.
- Performs other duties as assigned, delegated, or required of the Public Affairs and Strategic Partnerships Intern.

CORE COMPETENCIES:

Communication & Public Engagement

- Demonstrates excellent written and verbal communication skills and the ability to communicate professionally with internal and external stakeholders.
- Demonstrates an interest in government, policy, public affairs, community engagement, and strategic partnerships.
- Effectively supports community outreach, stakeholder engagement, and public-facing initiatives.
- Ability to translate research, policy information, and complex topics into clear and accessible written materials.
- Experience or demonstrated ability in photography and videography, particularly for social media and public-facing communications.

Research & Analytical Thinking

- Demonstrates strong research, analytical, and critical-thinking skills.
- Ability to identify relevant information, evaluate sources, monitor policy or legislative developments, and summarize findings accurately.
- Demonstrates curiosity and initiative in learning about emerging issues affecting government, public safety, justice, and the community.
- Familiarity with policy research, legislative processes, government relations, or community-based initiatives is preferred.



SHAYLA D. FAVOR

FRANKLIN COUNTY PROSECUTING ATTORNEY

Organization, Initiative & Accountability

- Demonstrates strong organizational and multitasking skills with keen attention to detail.
- Ability to prioritize competing assignments, manage multiple projects, meet deadlines, and maintain accurate work.
- Demonstrates adaptability, initiative, and proactive problem-solving when priorities or circumstances change.
- Ability to work independently with appropriate direction while also contributing effectively within a collaborative team environment.

Collaboration & Relationship Building

- Develops and maintains professional and productive working relationships with colleagues, community organizations, public officials, nonprofit partners, advocacy groups, and other stakeholders.
- Demonstrates professionalism, responsiveness, and sound judgment when interacting with individuals from diverse backgrounds and perspectives.
- Experience with public engagement, government relations, nonprofit partnerships, public events, coalition building, or stakeholder communications is preferred.

Professionalism, Integrity & Confidentiality

- Demonstrates fairness, integrity, professionalism, accountability, and sound judgment in the performance of assigned responsibilities.
- Maintains strict confidentiality and appropriately handles sensitive, privileged, or otherwise protected information.
- Conducts business in accordance with applicable laws, regulations, policies, procedures, and ethical standards.
- Demonstrates a commitment to equitable, transparent, and community-informed public service.

Education & Professional Development

- Junior or Senior standing in an undergraduate program is preferred.
- Coursework or demonstrated interest in government, public policy, political science, communications, public administration, criminal justice, community engagement, or a related field is preferred.
- Experience writing newsletters, press releases, public communications, or similar materials is preferred.
- Demonstrates a willingness to learn, accept feedback, develop professionally, and gain practical experience in public service, government affairs, and community engagement.

PHYSICAL REQUIREMENTS

The Public Affairs and Strategic Partnerships Intern frequently types, handles materials, and manipulates office equipment. The position is primarily office-based, with moderate noise levels. The intern must be able to be present during normal work hours and occasionally travel locally for meetings, events, or community activities.



SHAYLA D. FAVOR

FRANKLIN COUNTY PROSECUTING ATTORNEY

BENEFITS SUMMARY

- Medical, Dental, Vision and Behavioral Health, and Prescription Drug Coverage
- Employee Assistance Program
- Disability and Life Insurance
- Ohio Public Employees Retirement System (OPERS)
- Optional Deferred Compensation
- Generous Paid Time Off Accrual
- Eleven Paid Holidays
- Tuition Reimbursement
- Company-Paid Training and Development
- Commuter Program

Offers of employment are contingent upon successful completion of a background check.

Please submit resume and cover letter to

Franklin County Prosecutor's Office

373 S. High St., Columbus, Ohio 43215

Human Resources – prat-hr@franklincountyohio.gov

The Prosecutor is an equal employment opportunity employer. Employment decisions are based on merit and business needs, and not on color, race, national origin, age, sex, sexual orientation, gender identity, religion, veteran status, marital status, a disability that does not prohibit performance of essential job functions, genetic information or any other status protected by applicable law.

The Prosecutor has a strict policy against any form of unlawful discrimination. This policy prohibits both discriminations based on any of the protected characteristics described in previous paragraph, and retaliation against a person who opposes or complains about prohibited conduct or who participates in any way in the complaint, investigation, or reasonable accommodation processes.

The Prosecutor prohibits such harassment by or against all employees, vendors, clients and visitors. It is the policy of the Prosecutor to provide a working atmosphere free from discriminatory insult, intimidation and other forms of harassment.