



PUBLIC AFFAIRS/COMMUNICATIONS INTERNSHIP FOR SPRING 2014 SEMESTER U.S. LABOR DEPARTMENT - PHILADELPHIA

*Looking for a great opportunity to gain real-world experience working in a fast-paced, federal government communications office? **THIS IS THE INTERNSHIP FOR YOU!!***

The [U.S. Department of Labor's](#) Public Affairs Internship is open to **Junior, Senior and Graduate Student Communication, Public Relations, Advertising, English, and Journalism majors**. To participate, students must be currently enrolled in school and located in the greater Philadelphia area.

This internship is for **academic credit only**. However, a **transit subsidy** is provided for interns who commute on SEPTA and PATCO only.

DUTIES INCLUDE:

- Writing/editing [press releases](#), [media advisories](#), [news briefs](#), [blogs](#), [Tweets](#), [Facebook](#) posts, and informational blurbs for DOL's [weekly online national newsletter](#)
- Writing feature stories and photo cutlines for DOL internal website *LaborNet* and internal, monthly e-magazine *Frances Magazine*
- Creating photo/ video content for internal and external publics
- Conducting research to further develop internal media relations database and enhance regional media relations outreach efforts
- Performing light administrative work

REQUIREMENTS:

- Excellent written and verbal communication skills, experience (preferred) using AP Stylebook guidelines, good computer skills, and a professional and positive attitude
- Experience with public relations and social media measurement tools and thorough knowledge of social media platforms
- Students must be able to meet the minimum time commitment, 8-10 hours/week
- Bilingual students are encouraged to apply

HOW TO APPLY:

DEADLINE TO APPLY IS NOV. 29, 2013. SELECTIONS WILL BE MADE BY DEC. 13, 2013.

Email your cover letter, resume, three (3) writing samples and three (3) references to:
Deputy Regional Director Joanna Hawkins - hawkins.joanna@dol.gov

For more information, call 215-861-5101