



2017 Public Affairs Internships for Summer & Fall Semesters U.S. Labor Department - Philadelphia Regional Office of Public Affairs

The [U.S. Department of Labor's](#) Public Affairs Internship is open to **high-performing undergraduate juniors and seniors** and **graduate students** in Public Relations and Journalism Master's programs.

To participate, students must be currently enrolled at an accredited college or university. This internship is **unpaid**.

Students will work in the Regional Office of Public Affairs in Philadelphia. A **transit subsidy** is provided for interns who commute on **SEPTA and PATCO only**.

DUTIES INCLUDE:

- Contact regional news media outlets and reporters telephonically or via email to pitch events or garner news coverage
- Develop verbal and written (email) pitches to send to regional media outlets and reporters to pitch events or garner news coverage
- Develop blog ideas, write blogs, and assist regional agency representatives with developing and writing blogs
- Conduct interviews with DOL and non-DOL representatives and write feature stories and short blurbs for the regional intranet website "Labor Net"
- Take photos at various DOL and other events, and/or take photos of DOL staff for use in feature stories, blogs, and other publications
- Contribute to the planning and execution of internal and external engagement programs and campaigns

REQUIREMENTS:

- Ability to use the internet, social media platforms (ex: Twitter and Facebook), and other online tools and databases (ex: Cision Point) to conduct research about media outlets and media representatives, and to track news coverage on specific or trending topics
- Proficient Use of Associated Press Style writing guidelines to draft news briefs, media advisories, and blogs
- Excellent written and verbal communication skills, and computer skills
- Professional and positive attitude

Students must be able to meet the minimum time commitment, roughly 16 hours/week during the summer and 8-10 hours/week during the fall

HOW TO APPLY: Provide a **cover letter**, **resume**, **three (3) writing samples** (ex: press releases, feature stories or other written articles, well-written school papers), and **three (3) references** (ex: from current/former professors, academic advisor, or supervisor).

*****DEADLINE TO APPLY FOR ONE OR BOTH SEMESTERS IS APRIL 28, 2017*****

**Summer internship will start the first week of June.
Fall internship will begin around the second week of September.**

Apply to Deputy Regional Director Joanna Hawkins, hawkins.joanna@dol.gov, 215-861-5101