

Job Description – Public Information Intern

Public Information Interns work under the supervision of the Eighth Judicial District Attorney's Public Information Officer and a Senior Deputy District Attorney.

Interns assist in responding to citizen and media inquiries and help create content educating the public about the criminal justice process and various accomplishments, programs, and collaborations associated with the office.

Key Responsibilities

- Drafting public relations materials such as news releases, media alerts, fact sheets, FAQs, briefings, talking points, scripts and other materials as assigned
- Drafting Facebook posts, tweets, blog articles and items for the intranet posting
- Reviewing and maintaining news clips and articles
- Coordinating and organizing photos for collateral projects
- Assisting with media distribution and general administrative duties such as answering phones and maintaining files

Educational Requirements

Applicants must be currently enrolled in an accredited college/university majoring in journalism, public affairs, communications, public administration, public relations, community relations, political science, social ecology or a similar field; or be a recent graduate who completed their degree in one of the above mentioned fields.

Qualifications

- Excellent written and oral communication skills
- Ability to research information and prepare materials for public release
- Experience with social media platforms
- Experience with Microsoft Office
- Experience with digital media

Supervision

Jodi Lacey, Public Information Officer
Robert Axmacher, Senior Deputy District Attorney

Time Commitment

During the fall and spring semesters, Full or Part time hours are acceptable. Interns who work part time are asked to commit to working half days with a consistent schedule.

During the summer semester, interns typically work Full time (40 hours per week). Part time hours can be accommodated with a commitment to work a consistent schedule.

Benefits

- Build resume and explore career options
- Apply academic skills and knowledge to the workplace
- Fulfill college/university internship requirements
- Produce materials for public distribution
- First hand exposure to the criminal justice system in action