



## Attorney General Josh Shapiro *Internship information*

**Internship:** Press Office Intern

**Department Description:** The Press Office works to communicate the latest information about the work being done by the Attorney General, our agents, investigators, and prosecutors.

**Contact Email Address:** AEichelberger@attorneygeneral.gov

**Contact Phone Number:** (717) 857-2106

**Locations:** Harrisburg

**Hours per week:** 15-40

**Intern Roles/Responsibilities:**

- Draft, edit, and proofread press releases and other official communications;
- Perform outreach and pitch stories to media outlets;
- Track media coverage of the Office of Attorney General personnel and activities;
- Travel with OAG staff to press events;
- Research, accrue and update press coverage on releases and events;
- Perform other duties as assigned to support the operation of the Press Office.

**Qualifications:**

- Must be enrolled and in good standing with a college or university;
- Excellent writing, editing, organization, and conversation skills;
- Ability to dress and act professionally;
- Adequate typing skills;
- Proficient in Microsoft Office, including Word, Outlook and Excel;
- Preference will be given to applicants who have completed at least 2 years of college, and who have a high GPA with a focus in communications or public relations.

**Application Requirements:**

- Apply using our online application: <https://www.attorneygeneral.gov/the-office/employment/>
- Attach a resume, cover letter, copies of transcripts from all colleges attended, and three writing samples.
- If selected, applicants will be required to submit to a thorough records check.