



Attorney General Josh Shapiro *Internship information*

Internship: Digital Communications Intern

Department Description: The Digital Communications 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: Philadelphia

Hours per week: 15-40

Intern Roles/Responsibilities:

- Monitor / track major news on Twitter, Facebook, and Instagram;
- Draft materials for “rapid response” to news + current events;
- Research necessary subjects (news articles, internal facts + figures, etc.);
- Draft comment responses for Twitter, Facebook, and Instagram;
- Identify news articles to share on Facebook;
- Coordinate inter-departmental meetings for Digital Director;
- Track digital media coverage of the Office of Attorney General personnel and activities;
- Record “Facebook LIVE” events (press conferences, speeches, etc.);
- Research, accrue and update press coverage on releases and events;
- Perform other duties as assigned to support the operation of the Digital Communications Office.

Qualifications:

- Must be enrolled and in good standing with a college or university;
- Excellent writing, editing, organization, and conversation skills;
- Social media savvy;
- Proficient in Twitter, Facebook, and Instagram;
- Strong research ability;
- 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.