



Attorney General Josh Shapiro *Internship information*

Internship: Communications Office Intern

Department Description: The 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: 5-20

Intern Roles/Responsibilities:

- Track relevant press coverage, digital media and major news online and on social media;
- Draft press releases, press advisories, talking points, and social media posts;
- Identify articles to share on social media;
- Staff and record press events as needed;
- Build and maintain press contact lists;
- Perform other duties as assigned to support the operation of the Communications Office.

Qualifications:

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