

DEPARTMENT OF CORRECTIONS
PROFESSIONAL INTERNSHIP PROGRAM
2014 POSITION ANNOUNCEMENT
Public Information Assistant

The Florida Department of Corrections, Office of Communications is seeking an intern for the 2014 Semester(s).

PROFESSIONAL AREA: Office of Communications

WORKING TITLE(s): Public Information Assistant

WORK LOCATION: 501 South Calhoun Street Tallahassee, Florida 32399-2500
Position may also assist at various off site events or activities.

COMPENSATION: *Academic Credit from your college. This is an unpaid position.*

APPLICATION DEADLINE: Until filled

DESCRIPTION:

As a team member in the Office of Communications, this applicant will work closely with offices and institutions statewide, as well as the Department's web and video production teams, to create educational tools and promote Department initiatives. This applicant will need to have strong writing skills, be creative, have the ability to multi-task, troubleshoot and problem solve and be able to network and foster relationships both internally and externally. The internship requires a minimum of one academic semester for 20-30 hours per week Monday through Friday. Schedule details to be determined with the intern supervisor.

NOTE: The Florida Department of Corrections requires a criminal background check prior to employment.

EXAMPLES OF WORK:

- Assist with published e-Newsletters (weekly and monthly)
- Write media advisories and releases
- Research and track media contacts/outlets
- Maintain database integrity
- Assist with media inquiries
- Develop social media messages and project plans

MINIMUM QUALIFICATIONS:

- Junior or Senior standing with credit for college course work in or closely related to Public Relations/Communications
- Professional or nonprofessional experience in Communications or journalism (optional)
- Knowledge of social media platforms and tools
- Knowledge of the general techniques required in Public Relations/Communications

APPLICATION PROCESS:

The following items comprise a completed Internship Application Packet:

1. Cover Letter;
2. Resume;
3. References with contact information; and
4. Internship Program application, DC3-2019 and Volunteer Application DC5-601A.

Contact Information:

For specific details and information regarding this internship position, please contact:

To: **Misty Cash**
Deputy Director
Office of Communications
Florida Department of Corrections
501 South Calhoun Street
Tallahassee, Florida 32399-2500
(850) 488-0420

If you have any questions, please contact Misty Cash at (850) 488-0420 or by e-mail at cash.misty@mail.dc.state.fl.us. Once your application packet is received, the required criminal background check will be conducted and we will contact you regarding the next steps in the process.

Again, thank you for your interest in the Department's Professional Internship opportunity. We look forward to hearing from you!