



**Georgia Emergency Management and Homeland Security Agency
Internship Opportunity**

Summer 2020

Title: External Affairs Intern
Department: External Affairs

Work Schedule: Monday-Friday

Hours per week: 25-35 hours

Start Date: June 1, 2020

End Date: July 31, 2020

Compensation:

- Undergraduate Interns \$8.00/hour
- Graduate Interns \$10.00/hour

Number of openings: 1

Location: 935 United Avenue SE, Atlanta, GA, 30316

Supervisor: Lisa Rodriguez-Presley, External Affairs Supervisor

Internship Description:

The Georgia Emergency Management and Homeland Security Agency is the lead state agency for coordination of emergency and disaster response activities.

The External Affairs Department is responsible for developing and executing internal and external communications to support the mission of the agency.

The External Affairs Intern will have the opportunity to learn about the mission and scope of GEMA/HS, explore career options in the public sector, apply knowledge and skills gained in the classroom in a work environment and gain experience in media relations, digital content creation and public relations writing.

Key aspects of this internship include:

- Assisting with the researching and writing of press releases
- Maintaining a spreadsheet of media mentions of the organization

- Aiding in the creation of digital media content
- Compiling weekly and monthly social media analytics

Educational Requirements:

- Current enrollment (as a junior or higher) in an undergraduate or graduate program in Graphic Design, Communications, Public Relations or related degree with a 3.0 or better GPA.

Position Requirements:

- Exemplary verbal and written communication skills
- Experience with Microsoft Word, Excel and PowerPoint
- Ability to work with others to submit projects in a timely manner
- Strong organization and attention to detail
- Ability to interact responsibly and professionally with various local, state and federal partners

Desired Experience/Competencies:

- Adobe InDesign, Photoshop, Illustrator and/or PremierePro skills
- Social media management experience
- Photography/Videography skills
- Media relations experience
- Knowledge of AP Style

To apply, submit a resume, cover letter and writing sample to Human Resources via email at: internship@gema.ga.gov