



Georgia Emergency Management and Homeland Security Internship Opportunity

Summer Semester 2019

Title: External Affairs Intern
Department: External Affairs

Work Schedule: Monday-Friday
Hours per week: 25-35 hours

Compensation:

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

Number of openings: 1

Location: Position is available in Atlanta at GEMA/HS - 935 United Ave. SE, Atlanta, GA 30316

Supervisor: Director of External Affairs

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 a range of internal and external communications to support the mission of the agency.

Key aspects of this internship include:

- Creating visually compelling graphics, layouts and design templates
- Designing and preparing marketing material for agency events and campaigns
- Assisting with creation of content for social media platforms, including Facebook, Twitter and YouTube
- Assisting in updating new agency website

Educational Requirements:

- Current enrollment (as a junior or higher) in or within one semester of graduation from an undergraduate or graduate program in Graphic Design, Communication, Public Relations or related degree with a 3.0 or better GPA.

Position Specific Requirements:

- Strong portfolio of both print and web projects demonstrating excellent typography, layout and creativity
- Proficiency with Adobe InDesign, Adobe Illustrator, and Adobe Photoshop
- Strong capabilities with Word, Excel, and PowerPoint
- Strong organization and attention to detail
- Ability to act responsibly and professionally with various different local, state, and federal partners.

Desired Competencies:

- Ability to write and edit content
- Excellent verbal communication skills
- Photography skills
- Video production skills, including familiarity with storyboarding and creating shot lists
- Good analytical / problem solving skills
- Excellent research skills

This intern will have the opportunity to learn about the mission and scope of our state's emergency management agency, explore career options in the public sector, apply knowledge and skills gained in the classroom in a work environment, and begin to build a network of professional contacts within the state.

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