



You Are Cordially Invited to Join Us At

INTERNETWORKING NIGHT

Friday, Nov. 7, 2014

6:30 to 8:30 p.m.

The Curtis Center

170 S. Independence Mall West, Suite 690 West, Philadelphia, PA 19106

Building entrance on 7th Street, between Walnut and Sansom streets



This ***FREE EVENT*** Is An Opportunity To:

- ✓ Meet and network with the directors of the Philadelphia Regional Office of Public Affairs and learn about the agency
- ✓ Meet and network with former Office of Public Affairs interns
- ✓ Learn more about the internship program at the Office of Public Affairs, which has been a great success since beginning in 2003
- ✓ Apply onsite for Office of Public Affairs internships for the 2015 Spring, Summer or Fall semesters (see internship flyer for materials needed to apply)

~REFRESHMENTS WILL BE SERVED~

RSVP by Wednesday, Nov. 5, 2014 To:

Joanna Hawkins, hawkins.joanna@dol.gov, 215-861-5101



2015 Public Affairs/Communications Internship U.S. Labor Department - Philadelphia Regional Office of Public Affairs

The [U.S. Department of Labor's](#) Public Affairs/Communications Internship is open to **undergraduate juniors and seniors, and graduate students majoring in Communications, Public Relations, Advertising/Marketing, English, and Journalism**. This internship is **unpaid**.

To participate, students must be currently enrolled at an accredited college or university.

Students will work in the Regional Office of Public Affairs in Center City, Philadelphia. A **transit subsidy** is provided for interns who commute on **SEPTA and PATCO only**.

DUTIES INCLUDE:

- Writing/editing [press releases](#), [media advisories](#), [news briefs](#), [blogs](#), [Tweets](#), [Facebook](#) posts, and informational blurbs for DOL's [weekly online national newsletter](#)
- Writing feature stories and photo captions for DOL internal website *LaborNet* and internal, monthly e-magazine *Frances Magazine*
- Creating photo/ video content for internal and external publics
- Conducting research to further develop internal media relations database and enhance regional media relations outreach efforts
- Performing light administrative work

REQUIREMENTS:

- Excellent written and verbal communication skills, experience (preferred) using AP Stylebook guidelines, good computer skills, and a professional and positive attitude
- Experience with public relations and social media measurement tools and thorough knowledge of social media platforms
- Students must be able to meet the minimum time commitment, **8-10 hours/week (spring/fall semesters) and 16 hours/week (summer semester)**
- Bilingual students are encouraged to apply

HOW TO APPLY: Provide a **cover letter**, **resume**, **three (3) writing samples** (ex: press releases, feature stories or other written articles, well-written school papers), and **three (3) references** (ex: from current/former professors, academic advisor, or supervisor) and:

- **Apply at the Office of Public Affairs' Free Intern Networking Night**
Nov. 7, 2014 from 6:30 to 8:30 p.m.
The Curtis Center, 170 S. Independence Mall West, Suite 690 West, Philadelphia, PA 19106
- **Apply via email to Deputy Regional Director Joanna Hawkins, hawkins.joanna@dol.gov by:**
 - **November 10, 2014:** Spring 2015 semester
 - **April 3, 2015:** Summer 2015 semester
 - **April 3, 2015 (preferred) or until July 3, 2015:** Fall 2015 semester (NOTE: fall interns are usually selected by the end of the spring semester, however, selections can also be made during the summer.)

For more information, contact Deputy Regional Director Joanna Hawkins at 215-861-5101, hawkins.joanna@dol.gov