**Internship Position:**

 Communications and External Affairs Intern

**Intern Supervisor:**

Samantha Bequer, Communications Director

**Internship Objective/Job Description:**

As part of the Florida Division of Emergency Management Office of Communications and External Affairs, the intern has the opportunity to learn about best social media practices, the importance of crisis communication in a disaster, how to write concisely for different audiences and emergency management. This position provides support to entire Communications and External Affairs office.

**Job Duties:**

Produce social media reports tracking analytics across the Division’s social media platforms, Draft press releases and social media posts as needed, Coordinate with the Communications Coordinator to develop weekly social media plans, Track media requests received by the Division, Track speaking and other external events, Serve as support staff in Emergency Support Function 14 when the State Emergency Operations Center is activated, Assist with news media monitoring, distribution of reports and tracking of relevant articles, Assists with the production of the Division’s external newsletter, Take notes of Governor’s and the Division’s press conferences, Other duties as assigned.

**Desired Skills/Experience:**

Proficient in using Microsoft Word, Publisher and PowerPoint, Social media management and best practices, experience in drafting press releases, memos, letters, etc., well-organized, able to work with multiple deadlines with little supervision.

**Training/Prerequisites required or recommended:**

Must have prior experience working in a professional setting.

**Desired Majors:**

Graphic Design, Communications, Public Relations/Advertising, Journalism, Writing or other related fields.

**Travel:**

 Some, if an event is held locally and during the intern’s pre-scheduled hours. This could include visiting nearby EOCs, visiting the Capitol, staffing external engagements, etc.