

**INTERN PD FORM**

**Internship Position:**

Communications and External Affairs Intern

**Semester/Year:**

Fall 2022

**Intern Supervisor:**

Alecia Collins – [Alecia.Collins@em.myflorida.com](mailto:Alecia.Collins@em.myflorida.com)

**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 the best social media practices, the importance of crisis communication in a disaster and how to write concisely for different audiences and emergency management. This position provides support to the entire Communications and External Affairs office.

**Please list specific project tasks the intern is expected to complete during internship tenure:**

* 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 monthly 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
* Assist with the production of social media toolkits, such as Florida Preparedness Month
* Take notes at the Governor’s and the Division’s press conferences
* Other duties as assigned

**Desired Skills/Experience:**

* Proficient in using Microsoft Office applications
* 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 (Specific majors or “open to all”):**

* Pursuing a Bachelor’s Degree in Graphic Design, Communications, Public Relations/Advertising, Journalism, Writing, or related fields.

**Will there be opportunities for travel? If so, explain:**

n/a

**Can this internship be completed virtually?**

In-Person Internship Opportunity

**Please submit completed form to:**

Sierra Perna

Sierra.perna@em.myflorida.com