

U.S. Labor Department, Office of Public Affairs - Philadelphia Region

Fall Public Affairs Internship Program 2017

We are currently seeking students for our **fall public affairs internship program**. This is open to high-performing undergraduate **juniors and seniors** and **graduate students in Public Relations, Communication, and/or Journalism programs**.

The internship will likely begin on September 6 (or September 13) and will run through the first week in December. Though it is unpaid, a transit subsidy is provided for interns who use SEPTA or PATCO.

We are conducting phone interviews this week and next, and plan to make final decisions in the next two weeks.

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About the internship

The fall internship will primarily entail writing multiple "Working for You" worker success story blogs (see those here <https://blog.dol.gov/tag/dol-working-for-you>). This includes setting up and conducting interviews with workers across the region, obtaining an appropriate photo from the interviewee that will run with the blog, and writing/editing the blog. The blogs run on both the DOL blog site and in the national weekly e-newsletter, <https://www.dol.gov/newsroom/newsletter>, which has about 450K subscribers!

Additional duties will include occasionally writing short articles and taking photos at internal and external agency events and outreach programs, for posting on our intranet website Labor Net; editing short articles written by Job Corps Centers across the region for posting on Labor Net; internet research; providing public affairs support for a community relations project with DOL and a local high school; representing the Office of Public Affairs at internal and external meetings and on internal program committees; and performing administrative duties in the office.

Scheduling wise, we're **looking for students with availability on Wednesdays during the hours of 9-2pm** to work in our **Philadelphia office**. There will likely also be a few additional hours (probably no more than 5) during the week that will be reserved as a work-from-home day, where the intern will work off site and primarily focus on blog writing/blog interviews during that timeframe, and will receive instruction from us telephonically and via email. We will be flexible with this so it works out best for both the student and our office.