

DATE: March 29

START DATE: Late May – Early June

DEPARTMENT: Division of Administration, Office of the Commissioner

JOB TITLE: Communication Intern (Paid)

TYPE: Part-time

The Louisiana Division of Administration is seeking a communication intern. The Division is the state government's management arm and the hub of its financial and administrative operations, and is responsible for development of the state budget and oversight of agencies' spending. We oversee all executive branch technology, procurement, contracting and risk management efforts, in addition to administering the state's capital construction and community development programs. More information can be found at www.doa.la.gov.

Intern duties include:

- Maintaining the Division of Administration webpage and Louisiana.gov, including but not limited to posting, editing, design and function
- Assisting with creation and implementation of promotional campaigns, legislative initiatives and research under the Director of Policy and Communication
- Copy editing of reports, press releases, web content and other communication materials
- Copywriting of website content, social media posts and other materials as needed
- Tracking and analyzing legislation affecting Division offices
- Assisting with responses to media inquiries
- Attending any meetings or legislative sessions as necessary
- Managing or assisting with any communication plan a Division agency needs for a specific project

Qualifications:

- Enrolled undergraduate or graduate student or recent graduate in mass communication, English, political science or related field
- Excellent interpersonal, communication, organizational and time management skills
- Experience or interest in state politics a plus

Work schedules are flexible, but candidates are asked to work at least 20 hours a week and stay for at least one year. The pay starts at \$10/hour and the job can be used for class credit.

CONTACT: Interested applicants should send resume and three writing samples (including at least one non-graded work) to jacques.berry@la.gov by April 29, 2022.