



# NYC Department of Education 2015 Summer Internship Program Project Form

**INTERNSHIP TITLE:**

Press Intern

**DIVISION/OFFICE:**

Office of Communications and Media Relations

**ADDRESS:**

52 Chambers Street, NY, NY 10007

**OFFICE DESCRIPTION:**

The Press Office is engaged in fast-paced, strategic work to publicly communicate and amplify the DOE's priorities. This includes crafting narratives and communications for Department policies and announcements as well as rapid response to reporter requests, arising crises, and oft-critical external narratives relating to the Department.

**INTERNSHIP RESPONSIBILITIES:**

- Assist in developing and pitching positive story ideas
- Work with senior DOE officials to understand and craft press releases and other policy communications
- Shadow all Press Office members to develop a full sense of the office's responsibilities and priorities
- Conduct and compile research, build databases for Press Office use
- Help to oversee and facilitate media coverage at DOE's 1800+ schools
- Help to coordinate and staff DOE events
- Assist social media team in amplifying positive news coverage

**QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY:**

The office is a good fit for a social science or liberal arts major, particularly one studying political science, public policy, or communications. Some prior political or communications experience preferred.

Applicants must demonstrate strong writing ability.

**SALARY INFORMATION:**

This is an unpaid internship.



**ADDITIONAL INFORMATION/COMMENTS (Optional):**

The Press Intern will gain firsthand experience on how the DOE's Communications Office communicates clearly and often to press outlets, parents, students, teachers, administrators, other educators, and stakeholders regarding decisions that affect the DOE's over 1,800 schools and 1.1 million students.