State of Delaware  
House of Representatives  
Position Description

Communications Intern

Summary Statement

The Communications Intern assists the Communications Team in providing effective communications with the media, constituents and general public for the Majority Caucus of the House of Representatives.

Nature and Scope

The Communications Intern reports to the Communications Director, but (s)he will work closely with the entire Communications Team on a day-to-day basis, and may receive assignments from individual Caucus members. Due to the nature of these assignments, the Communications Intern must use tact at all times. Assignments are diverse in nature and often have conflicting time priorities, requiring him or her to work independently, manage tight schedules and handle multiple tasks simultaneously. The Communications Intern must have excellent communication skills.

Time Commitment

The Communications Intern will be expected to work during Legislative session from January through June (Tuesdays through Thursdays, roughly 45 days) and additional days as agreed upon, either from Dover or Wilmington.

Skills

The ideal candidate for Communications Intern will possess the following qualifications and skills:

- College junior or senior.
- Major or minor in communications, journalism, political science, public relations or public policy.
- Ability to write clearly and concisely.
- Knowledge of Associated Press (AP) grammar style.
- Minimum one year internship or applicable experience with journalism, social media or public relations preferred, but not required.
- Knowledge and understanding of local politics and issues.
- Experience using social media (Facebook, Twitter).
- Ability to take quality photographs and video at press conferences.
- Ability to research and review data for trends.
- Experience using Microsoft Office, Publisher, Adobe Photoshop and other related programs.
- Ability to provide own transportation to/from Dover and Wilmington.
Principal Duties

1. Assist the Communications Team in researching, developing and drafting speeches, letters, opinion pieces and other printed communications for members.

2. Work with the Communications Team to write and format electronic newsletters (including articles, briefs and photos) for the caucus and individual members.

3. Maintain an archive of media publications and print/television coverage of individual members.

4. Assist with the setting up and coordination of various media events, including: interviews, news briefings, speeches, talk shows, etc.

5. Assist with the maintenance of caucus and individual members’ social media (Facebook, Twitter) presences and use social media other new media efforts to effectively communicate the caucus’ and individual members’ messages.

6. Perform other related duties as assigned.