December 1, 2017

RE: Delaware House of Representatives Communications Intern Position

Dear University Professor:

The Delaware House Democratic Caucus is looking to have an intern join the caucus Communications Team in 2018. The Communications Team handles all media relations, coordinates public statements, manages social media presences and provides public relations counseling for all 25 members of the House Democratic Caucus.

The Communications Intern would assist the team in providing effective communications through a variety of means, be it research, writing or advising. A successful intern would possess excellent writing and editing skills, be able to communicate effectively, and follow local and national political issues.

We are asking for your assistance in soliciting cover letters and résumés from interested and qualified students who would like to take advantage of this opportunity to learn more about political communications with some hands-on experience.

The internship will begin in January and continue through legislative session, which concludes on June 30. (A copy of the 2018 General Assembly schedule is attached.) The intern will be expected to work each day the General Assembly is in session (roughly 45 days) and additional days as agreed upon. This would mainly consist of Tuesdays through Thursdays from approximately 11 a.m. until 6 p.m. in Dover. (There is some flexibility on the specific hours.)

Please note that this internship is paid on a per-diem basis. We ask that all résumés be submitted to Andrew.Volturo@state.de.us and Jen.Rini@state.de.us by December 15.

If anyone has any questions, please have them contact us directly.

Sincerely,

Drew Volturo
Communications Director
Delaware House Democratic Caucus

Jen Rini
Deputy Communications Director
Delaware House Democratic Caucus