

FALL 2016 INTERNSHIP IN COMMUNICATIONS/PR MICHIGAN SUPREME COURT

DESCRIPTION

The Michigan Supreme Court Public Information Office is seeking candidates who are interested in further developing skills in communicating about judicial matters and learning more about the administration of courts in Michigan. It's essential that applicants possess excellent communication skills, creativity, the ability to think critically, and a positive, professional demeanor.

RESPONSIBILITIES

- Compile and email daily digest of news headlines
- Monitor all forms of media to compile relevant news coverage
- Write and disseminate news releases, media advisories, short speeches
- Write articles for internal newsletters, website
- Maintain news media contact lists, department calendar of events/deadlines
- Schedule and track regular radio interviews
- Compile research using information/statistics from courts around the state and country
- Create content, monitor analytics for social networks
- Assist with other projects, events as needed

DESIRED SKILLS

Students applying for this internship must have extremely strong written and verbal communication skills, as well as a solid understanding of various social media platforms (e.g., Twitter, Facebook, etc.). Proficiency with MS Office and Outlook is preferred. Ability to meet tight deadlines is a must.

PREFERRED AREAS OF STUDY

Journalism, Public Relations, James Madison (MSU), Communications, Marketing/Advertising, English, or similar

COMPENSATION, HOURS

Pay is \$10/hour and we will work with academic advisors for students also earning college credit. Hours are typically 15-20 hours per week throughout term. Duration is one school term. *(Preference will be given to candidates who are able to start in early or mid-August and who have morning availability at least two days per week.)*

TO APPLY

Submit cover letter, resume, three writing samples (published, if possible), and three references to:
Stacy R. Sellek
Public Information Manager
Michigan Supreme Court
selleks@courts.mi.gov
[517-373-0035](tel:517-373-0035)