



## External Affairs Interns

The Office of Emergency Management (OEM) is seeking highly motivated graduate or undergraduate students interested in external affairs, public relations, digital media, broadcast media, or film production for fall and spring internships.

The External Affairs Interns will assist in developing public education products, such as short videos, social media infographics, flyers, and web copy designed to influence the public to take responsibility for personal emergency preparedness.



### Timeframe:

**Fall Internships:** Positions are still available through early December. Hours per week are negotiable.

**Spring Internships:** Start early January until late April/early May with potential for summer extension. 20 hours a week. Start and ends dates are negotiable.

### Requirements

Interns must:

- Sign a non-disclosure agreement;
- Be subject to a criminal background check due to the sensitivity of our work; and,
- Be able to commute to 240 Spring Garden St., Philadelphia, PA 19123
- Be willing to work 20 hours per week.

### Application Instructions

Applicants should submit:

- One page cover letter describing what you would bring to the program and areas of specific interest
- 3 writing samples, such as video scripts, social media messages, ad copy
- 3 videos, you produced
- Resume
- 3 Letters of Recommendation
- Forward applications to [Jeffrey.Kolakowski@phila.gov](mailto:Jeffrey.Kolakowski@phila.gov). Subject: Extern Affairs Intern. Applications open until further notice.

Ready, or not?





## Who Are We?

The Philadelphia Office of Emergency Management (OEM) is responsible for ensuring the readiness of the City of Philadelphia for emergencies of any kind through an integrated and collaborative program that educates the public on how to prepare for emergencies, works with organizations throughout the city to prepare for emergency contingencies, and coordinates emergency response and recovery operations.

## Internship Program Details

External Affairs Interns work will include, but is not limited to, drafting press releases, media advisories, public services announcements, video scripts, web content and social media posts. A major emphasis during this internship will be pre and post production of short videos on how to prepare for emergencies and editing content for the new OEM website and a Preparedness App.

### Typical duties will include:

- Assisting with the development of scripted messages for various scenarios.
- Coordinating special events and community workshops.
- Developing PowerPoint presentations for various audiences.
- Creating content for the OEM website.
- Working on the development of a Ready Philadelphia App.
- Video pre-production, production, post-production.
- Writing, editing, and proofreading a variety of materials, such as fact sheets, pamphlets, brochures, press releases, ads, newspaper articles, reports, websites, public service announcements, video scripts, and storyboards.
- Taking photographs and video of training, events, and press conferences.
- Monitoring news coverage.
- Maintaining media and other essential contact lists.
- Preparing press kits and pulling materials from inventory.

Ready, or not?

**READY**  
PHILADELPHIA



### Preferred Knowledge and Skills:

- English usage, grammar, rhetoric, punctuation and spelling; AP style guidelines.
- Exceptional interpersonal, communication, writing and organizational skills required.
- Methods and techniques of disseminating information to the public, and the media.
- Techniques and practices of news gathering, interview techniques, and copywriting.
- Public relations principles and practices, and effective advertising techniques and practices.
- Various types of multimedia production, graphic design and desktop publishing.
- Integrate multimedia from web, video, photography and print.
- Video pre-production, production and post-production.
- Video editing software, audio editing and closed captioning.
- Extensive knowledge of Microsoft Office (Word, PowerPoint, Publisher, Outlook, Excel, Access) Adobe InDesign, Windows MovieMaker, Canva, DropBox, Google Forms, Survey Monkey
- Ability to use a 35mm camera and video camera.
- Candidate must be reliable and have good time management skills.
- Be sensitive to public perceptions.
- Ability to work effectively under pressure and to make sound decisions.
- Ability to work independently and as a member of a team.
- Independently manage multiple projects, priorities and deadlines in a rapidly changing work environment;
- Exercise discretion and judgment in the handling of sensitive matters, and ability to maintain confidentiality;
- Observe emergency field response activities as opportunities arise.

### Compensation

This internship is unpaid but does offer valuable experience and has resulted in job opportunities for previous participants at a variety of federal, state, and local agencies.

Ready, or not?

