



1608 Rhode Island Avenue, NW
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INTERNSHIP OPPORTUNITY

Received – 1/12/06

Public Affairs Office at the Department of Energy

The Public Affairs Office at the Department of Energy is looking for an intern. Below is a list of tasks the intern will perform, but he or she isn't limited to this. We're looking for someone who can, will learn, and do the following:

- Assist writing press releases and media advisories
- Track media booked for the Secretary, Deputy, and Under Secretary of Energy
- Call media outlets when needed to confirm attendance at press conferences or media availabilities
- Help coordinate TV and radio booking for the Secretary of Energy
- General media research
- Create media lists

The Department of Energy is huge, but our Public Affairs office consists of about 10 people. The Public Affairs office works closely with the Administration and the White House. Individual with a background in communications and/or government (at any level) preferred. The internship is unpaid.

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