

Public Information Intern Description

Nevada Department of Agriculture

Intern job duties

This position, under the supervision of the Public Information Officer I, will provide assistance to the Administration Division's communications and promotions team and may assist with any of the following:

- Pitching stories and ghost writing articles related to agriculture business, regulation and industry developments
- Writing content for brochures, websites and other materials
- Shooting and editing promotional videos and photos
- Media relations, key message development and media training
- Planning, implementing and updating social media
- Coordinating design, graphics and printing functions
- Developing strategic communications plans
- Stakeholder communications and public outreach
- Processing public information requests, per the Nevada Public Records Act
- Event or conference planning

Intern requirements & desired qualifications

Applicants must meet the following requirement to apply for an internship with the Nevada Department of Agriculture:

- Currently pursuing a Bachelor's degree in journalism through the Reynolds School of Journalism

The ideal candidate will meet the following qualifications:

- Previous internship experience in communications, public relations or a related field
- Strong oral and written communications skills
- Self-motivated, good organizational skills, detail-oriented and ability to meet deadlines
- Working knowledge of Microsoft Office Suite and Adobe Creative Suite
- Knowledge of agriculture, environmental issues and/or natural resources is desired but not required

Hours and compensation

- This position is paid through a stipend from the Reynolds School of Journalism
- The student will complete a 200-hour internship during fall 2016, working between 10 and 15 hours per week
- Hourly wage is \$15

Apply for this internship

Please submit a cover letter, resume and two to three writing sample through email to Jessica Fagundes, jfagundes@agri.nv.gov.

- Deadline for Applications: **Sept. 9, 2016**
- Desired Start Date: **Sept. 19, 2016**