



# State of Nevada Department of Business and Industry

Director's Office  
555 E. Washington Ave., Suite 4900  
Las Vegas, NV 89101

## **Student Internship Opportunity: Communication and Public Relations Intern**

### **Duties:**

Works under the supervision of the Public Information Officer to support all aspects of the Department's communications needs which may include:

- Monitor and compile articles from news organizations
- Work with internal and external stakeholders to develop press releases, newsletter articles, website content
- Develop content for social media platforms to expand social media presence
- Video editing and production for special projects
- Assist with development of collateral materials
- Event and outreach planning and support
- Assist with development and execution of public information campaigns
- Management of media and newsletter distribution group lists
- Other duties as assigned

### **Qualifications/Requirements:**

- This position is unpaid and requires a minimum commitment of 10 hours/week for internship credit
- College juniors, seniors or graduate students in good standing may apply
- Excellent written and verbal communications skills
- Knowledge of social media platforms
- Ability to manage multiple projects to the successful completion of each
- Professional appearance and decorum
- Must be a US citizen or legally authorized to work in the US

Interested candidates should email a resume/cv, writing sample and contact information for 2 references to Teri Williams- [twilliams@business.nv.gov](mailto:twilliams@business.nv.gov).