



# National Internship Program

## Sample Federal Internships in Communication

\*Not a complete list of internship opportunities available

**Desired Majors: Communications, Marketing, Business Administration, Human Resources Management, Public Administration**

*Posted by: US Dept. of Agriculture:* The intern will work with the Section Head, Lead Project Manager and other supervisory and mid-level government managers and/or Human Resources staff to analyze data, develop graphs, and prepare report of outputs for ELDS programs and/or Initiatives. Update and maintain Aglearn (learning management database system) to support data retrieval, etc. Coordinate and format weekly online report of activities. Develop and implement reporting templates and standard operating procedures. Assist with data input to manage, track, and record completions of the 360° assessments. Ensure supervisor subordinate records are accurate. Assist with the nomination process/inform raters. Ensure required assessments are completed and AgLearn records are updated. Submit reminder notifications to participants and raters. Provide a status report to Process Manager. Schedule and manage feedback sessions in Aglearn.

**Desired Majors: Marketing, Communications, Business Administration, Education, English**

*Posted by: Library of Congress:* The Center for the Book at the Library of Congress is seeking a program assistant for its Letters About Literature program, a national letter writing contest for students in grades 4-12. This position will support the outreach and communications efforts for the project. The

program assistant will work with program managers to monitor and improve the quality of the program. He/she will answer or direct email and/or phone calls to other support-level or senior staff; greet visitors; and maintain social media outlets for the program. Other duties include financial record keeping; conducting research; maintaining databases; and coordinating outreach efforts.

**Desired Majors: Corporate Communications, Mass Communications, Public Administration, Public Health**

*Posted by: US Dept. of Health and Human Services-* Recovery Month promotes the societal benefits of prevention, treatment, and recovery for mental and substance use disorders, celebrates people in recovery, lauds the contributions of treatment and service providers, and promotes the message that recovery in all its forms is possible. Recovery Month spreads the positive message that behavioral health is essential to overall health, that prevention works, treatment is effective and people can and do recover. Assist the Consumer Affairs Office team with project - specific tasks related to National Recovery Month and other contract work. Develop a weekly Consumer Affairs E-news volume which is a compilation of research and other relevant articles from the mental and substance use disorder field. Conceptualize and write a National Recovery Month Newsletter (one volume only) highlighting three of the newest members of the National Recovery Month Planning Partners. Work with the National Recovery Month Planning

# Sample Federal Internships, Continued

Partners subcommittees in support of their work, particularly the Evaluation Subcommittee. Update, edit and reconcile the NRM planning partners' list both in WORD and EXCEL formats. Respond to National Recovery Month (NRM) inquiries received from the NRM website. Respond to the routine SWIFT correspondence assigned to the Office of Consumer Affairs.

**Desired Majors: Marketing, Public Relations, Journalism, Communications, English**

*Posted by: US Dept. of Agriculture:* The intern supports the Web Communications Manager in the development and implementation of strategies, policies, and procedures to maintain NIFA web governance activities, ensuring compliance with all relevant laws, regulations, and guidelines and conforming to website best practices to the fullest extent possible. Specifically, duties include: Create and post accurate, timely and well vetted content to NIFA's Internet and the Communication Staff section of the Intranet in coordination with Communication Staff and in compliance with Office of Communication policies and USDA web guidelines. Audit web pages for plain writing, accessibility, and technical problems. Support outreach to Drupal User Community to provide direction, guidance, and instruction. Research and remediates technical issues, such as broken links and redirect issues. This intern position supports the Employee Communications and Social Media teams a variety of duties. These include: Research and write employee and public communication materials. Prepare graphic slides for employee electronic bulletin boards. Assist the weekly employee newsletter editor with writing articles, taking photographs, and publishing. Support the Social Media manager by writing and posting to the Agency's Twitter page.

**Desired Majors: Mass Communication, Corporate Communication, Journalism, Broadcast Journalism, Graphic Design**

*Posted by: National Credit Union Administration:* Position Responsibilities The intern in NCUA's Office of Public and Congressional Affairs will gain experience in public affairs, social media, and the credit union industry. While the intern will regularly work on assignments related to all aspects of NCUA's public affairs programs, the intern will also have a direct hand in shaping the graphics and aesthetics of NCUA's web and print materials. Typical assignments will include: Assist in improving NCUA's current promotional materials including brochures, newsletters, reports, and the like; Assist in improving the visual design and content of NCUA's current social media sites (Facebook, LinkedIn, YouTube and Twitter). Assist in developing consumer-focused infographics and webpages for publication on NCUA's MyCreditUnion.gov consumer website and NCUA's Pocket Cents financial literacy microwebsite; Assist in developing creative and innovative web graphics for NCUA's consumer, corporate and social media sites; Research the social media activities of other federal government agencies with successful branding or design systems; and Provide administrative coverage on an as needed basis for the Office of Public and Congressional Affairs, including fielding phone inquiries, filing, and other duties as assigned.