



A Union of Professionals

Notice of Open Position

March 12 2020

Job Title:	Media Affairs Intern	Unit:	OPEIU Intern
Posting Number:	INT-17-55-20	Supervisor:	Press Secretary
Department:	Communications	Salary:	\$15-17/hour

Position Summary: The media affairs intern will work with the press secretary and other media affairs staff to respond to media requests and craft public remarks and statements to garner earned media that assists the union in realizing its strategic communications goals.

Position Responsibilities:

- Draft press releases, public statements and background memos for review;
- Track and summarize press clips and public mentions of the union and its officers;
- Compile and maintain a list of AFT member “talkers” available for interview by reporters;
- Assist with reviewing other documents for the communications department as needed;
- Adhere to AFT style guidelines and to AP or Chicago guidelines (depending on the materials);
- Work closely with editors, digital staff, designers, and other staff across the department on projects as needed;
- Other duties as assigned.

Knowledge, Skills and Abilities:

- Ability to write crisp copy for publication under deadline pressure;
- Outstanding attention to detail and ability to multitask;
- Knowledge of and interest in print, online and broadcast media;
- Interest in education, healthcare, and labor movement issues;
- Familiarity with AFT issues and/or its affiliates is a plus;
- Experience in activism and organizing is a plus;
- Experience in journalism and the media is a plus;
- Studying a bachelor’s or graduate degree in a related field preferred including journalism, the humanities, or public policy.

Work Environment: Work is performed in an office environment.

How to Apply: Applicants should submit a cover letter and resume to the intern coordinator at the following link: https://www.appone.com/MainInfoReq.asp?R_ID=2941430.

Internship Duration: 35 hours per week, May – September, specific dates negotiable.

AFT is an equal opportunity employer.