

Press Intern

Division/Unit: Press Office	OEM Employee to Supervise Project: Chris Gilbride and Seth Andrews
How many interns: One	Education Level: College
Background on Project: Individual will help with day-to-day operations in OEM's press office	
Description of Project/ Intern Responsibilities: <ul style="list-style-type: none">▪ Help maintain daily press digest▪ Field media requests▪ Assist in writing media advisories / press releases▪ Help maintain OEM's website▪ Work on setting-up press conferences	
Requirements/special skills needed: <ul style="list-style-type: none">▪ Must be studying public relations or journalism▪ Must be able to work on multiple projects▪ Must be able to work independently▪ Must take internship seriously	