

INTERNSHIP PROGRAM



The Senate Press Office is the official media relations office for the Georgia Senate. We are a non-partisan office and are responsible for crafting press releases, media advisories, columns and opinion pieces for each of the 56 Senators at their request.



COMMUNICATIONS AIDE

- Drafts press releases, speeches, constituent columns, scripts and social media posts
- Records any legislative activity taken during session
- Drafts a "Week in Review" document for Senators and legislative staff
- Assists staff with media requests from state and national news outlets
- Answers and directs phone calls (screen, take messages, transfer calls to staff)
- Identifies and brainstorms communication strategy with SPO staff
- Assists in the facilitation of Senate Committee meetings
- Monitors social media and news relating to the Georgia Senate

SKILLS REQUIRED:

- Confidence in verbal communication
- Works well in a high stress environment
- An interest in learning about the legislative process
- Ability to manage a variety of projects while balancing multiple deadlines
- Sound writing, editing and proofreading for written content creation
- Ability to work cooperatively with a team
- Ability to write for all parties regardless of personal political affiliation

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GEORGIA STATE SENATE

TO APPLY:

Send your resume and two writing samples to **senatepressadmin** @legis.ga.gov