

MARYLAND STATE GOVERNMENT INTERNSHIP DESCRIPTION

Department of Business & Economic Development

Interactive Content Development Intern

Spring Internship

The following opportunity is a paid student internship. This internship is an excellent opportunity for students who desire hands-on public relations experience with professional-level public service work, and for State Government agencies looking for exciting, new talent. To apply for this internship, please call or email the designated contact person identified in this description.

Agency Coordinator Name or Recruiter and Phone Number	Karen Glenn Hood 410-767-6318, kglennhood@choosemaryland.org
Department/Division	Department of Business and Economic Development Division of Marketing & Communications
Work Location: Street Address Phone Number	Maryland Department of Business & Economic Development World Trade Center 401 East Pratt Street, 9 th floor Baltimore, MD 21202
Estimated Start Date and End Date Days, # Hours per Week Pay (if Paid)	Spring start date - ASAP 12 - 16 hours per week based on internship requirements Paid position
Projects and Duties Description (How will the intern help your agency?)	Primary responsibilities: <ul style="list-style-type: none">• Researches/maintains media lists• Writes media advisories/press releases and assists in pitching stories• Provides research support for briefing memos/speeches; social media; and press outreach
Intern Requirements (Knowledge, skills, and abilities)	<ul style="list-style-type: none">• Enrollment in an institution of higher learning in a course of English/Journalism, Mass Communications or Marketing• Excellent written and verbal communication skills• Strong interpersonal skills• Strong organizational skills with ability to multi-task and/or prioritize/meet deadlines
Preferred Fields of Study (i.e., Finance, Business/Public Administration)	English/journalism, Mass Communications, Marketing
Designated Contact: To apply, send resume and recent transcript to:	Name and Title: Karen Glenn Hood, Director, Public Affairs and Media Relations Street Address: Maryland Department of Business & Economic Development, World Trade Center, 401 East Pratt Street, 9 th floor, Baltimore, MD 21202 Phone Number: 410-767-6318 Email Address: kglennhood@choosemaryland.org