

Public Relations & Marketing Internship

Programs & Communication

Compensation: \$2,500.00 stipend

Application deadline: March 11, 2025

The Programs & Communication team is seeking a candidate to support copywriting, social media content creation, and proofreading efforts. Additional responsibilities include assisting with photography, content development, and digital asset management. This position offers the opportunity to gain valuable experience in software platforms such as Constant Contact and the Microsoft Suite, while also developing skills in messaging and communications strategy.

Primary Responsibilities:

- Write and edit copy for various communication needs.
- Draft and schedule social media posts across platforms.
- Proofread content to ensure accuracy and consistency.
- Assist with photography for events and marketing materials.
- Support content creation for campaigns and initiatives.
- Manage and organize digital assets and data.
- Present a final project report at the Intern Expo on July 28.

Requirements:

- Excellent oral and written communication skills.
- Strong organizational skills and attention to detail.
- Ability to manage several projects simultaneously with deadlines.
- Ability to meet deadlines.
- Independent thinking and problem-solving while being a hands-on team player.
- Proficient in Microsoft Office suite.
- College major in humanities with a strong emphasis on writing, marketing, or art preferred.

Time Commitment:

This internship spans from June 2 to July 31, with a minimum requirement of 160 hours. The working hours are flexible, Mondays through Fridays, between 8:00 a.m. and 5:00 p.m. Occasional weekend work might be required. The specific schedule will be established in accordance with the availability and mutual agreement between the intern and MDAH staff.

How to Apply:

Submit an online application through the [MDAH website](#) by March 11, 2025.

For more information, please contact the Human Resources Program Manager, Erin Blackledge, at (601) 576-6985 or eblackledge@mdah.ms.gov.