Executive Division
Press Office
Paid Press Internship—New York City
Reference No. PO_NYC_PUGS_FA/SP_2019-20

The Press Office in the New York State Office of the Attorney General (OAG) is seeking a talented and committed undergraduate student for a paid internship. Applicants must be able to work at least 15 hours/week for a minimum of a semester.

Duties will include, but are not limited to the following:
- Compiling daily news briefs;
- Monitoring news updates;
- Maintaining and updating media database;
- Coordinating with statewide news outlets;
- Providing creative input to the press process;
- Editing and proofreading press releases;
- Answering high volume phone calls; and
- Assisting with social media content and monitoring.

Candidates should have strong writing, analytical, and organizational skills. Close attention to detail and the ability to meet tight deadlines is required. An interest in public service and a familiarity with New York State government is a plus.

This is a paid position for 15 hours per week. The candidate selected for this position must be eligible to be employed in the U.S. and a full-time undergraduate student in good academic standing, as defined by their school. The selected candidate will be hired as a student assistant at the rate of $15/hour.

Candidates from diverse backgrounds are encouraged to apply.
The OAG is an equal opportunity employer and is committed to workplace diversity.

HOW TO APPLY

Applications are being received online. To apply, please click the link: PO_NYC_PUGS_FA/SP_2019-20

Applicants will be taken to the online application page and must be prepared to submit a complete application consisting of the following:

- **Cover Letter**
  - Please address to Legal Recruitment.
  - If applying to multiple bureaus/regional offices, we recommend that you submit the same cover letter for each application, ranking those bureaus/regional offices in order of your preference.
  - Indicate in your cover letter whether there are any deadlines related to your candidacy.
  - Please indicate your availability.

- **Resume**
- **List of three (3) references**,  
  - Only submit professional (i.e., supervisor or professor) references.
  - Indicate your professional relationship to each reference.
  - Include contact information and email addresses for each reference.

- **Transcript**  
  - Unofficial transcript is acceptable.

- **Writing Sample**  
  - Submit any piece of writing that demonstrates your ability to communicate and analyze information in a clear and concise manner, as well as your grammatical skills.

**Failure to submit a complete application will delay the consideration of your candidacy.**

If you have questions about a position with the OAG, the application process or need assistance with submitting your application, please contact the Legal Recruitment via email at recruitment@ag.ny.gov.