**Internship Position:** *(i.e. SWO Intern, RCMP Intern…)*

Office of Inspector General (OIG) Intern

**Semester/Year:**

Fall 2024

**Intern Supervisor:**

Mandi Mitchell, Mandi.Mitchell@em.myflorida.com

**Internship Objective/Job Description:**

The OIG intern for the Fall 2024 semester will assist the Inspector General in updating and developing outreach materials (e.g., newsletters, PowerPoints, etc.) to raise awareness about the OIG and accountability, integrity, and efficiency in government.

**Please list specific project tasks intern is expected to complete during internship tenure:**

Tasks that may be assigned to the OIG Intern during the Fall 2024 session include:

* Developing/Formatting PowerPoint presentations.
* Developing/Updating newsletters, brochures, and other outreach materials.
* Brainstorming ideas for expansion to the OIG’s current outreach program.
* Assisting with administrative tasks around the OIG (e.g., answering door, etc.)

**Desired Skills/Experience:**

Desired Skills/Experience include:

* Knowledge of and ability to effectively use Microsoft Office applications (i.e., PowerPoint, Word, Excel, Outlook).
* Ability to communicate effectively in writing and verbally.
* Ability to establish and maintain effective working relationships.
* Ability to plan, organize, and coordinate work assignments independently.
* Ability to select and provide appropriate information to others.
* Knowledge of the rules of grammar and punctuation.
* Demonstrates strong interpersonal, problem-solving, and communication skills.
* Ability to communicate clearly and effectively, both verbally and written.
* Ability to project a positive attitude, enthusiasm, and willingness to learn.
* Detail-oriented, with the ability to recognize, diagnose, and resolve issues at a high level.
* Ability to quickly learn new concepts and procedures.
* Ability to work independently while managing multiple tasks and deadlines and able to prioritize them effectively.
* Proficient in social media platforms, including Twitter, LinkedIn, and YouTube.
* Experience in the design and layout of magazines, newspapers, or flyers.
* Must be reliable, have a professional appearance, and a positive attitude.
* Ability to maintain confidential and sensitive information.

**Training/Prerequisites required or recommended:**

None

**Desired Majors (Specific majors or “open to all”):**

Communications, marketing, or closely related field.

**Will there be opportunities for travel? If so, explain:**

No

**Can this internship be completed virtually?**

No

**Please submit completed form to:**

Ashley Lynch, Human Resource Consultant, Office of Human Resources

[Ashley.Lynch@em.myflorida.com](mailto:Ashley.Lynch@em.myflorida.com)