



The Office of Injured Employee Counsel (OIEC) is a state agency whose mission is to assist, educate, and advocate on behalf of the injured employees of Texas. The Office of Injured Employee Counsel is committed to protecting the rights of the injured employees of Texas in the workers compensation system.

### **Current Opportunity: Internship: Communications/Public Relations Intern**

The Communications/Public Relations Intern will assist the Director of Public Affairs & Training with day to day communications activities and provide project level and administrative support related to the agency's programs in communications, public relations and training. The internship will end on or before December 31, 2015.

#### **This position:**

- Provides support across all aspects of marketing (website, communications, materials, webinar hosting, etc.)
- Monitors brand consistency, coordination of messages and upholds the highest standards for external communications
- Assists with all internal and external communications including newsletters, handouts, presentations & press releases
- Builds public awareness for the agency through outreach program
- Assists in preparing, editing, and distributing correspondence, reports, studies, forms, and documents
- Assists in compiling data for charts, graphs, databases, summaries, or reports
- Create executive presentations and speeches
- Provide administrative support to Public Affairs department
- Assist with building and presenting social media strategy

#### **Qualifications:**

Graduation from high school or equivalent and pursuing a degree in communications, public relations, or a related field. Background in Communication, Journalism, Marketing or other related discipline. 16 hours per week minimum (flexible hours).

#### **This position requires demonstrated skill and knowledge of:**

- Digital technologies including Microsoft Office Suite with a focus on PowerPoint, proficiency in Photoshop or graphic design programs is a plus
- Strong writing and copy editing skills



**This position requires the demonstrated ability to have:**

- Strong interpersonal skills with the ability to handle multiple tasks simultaneously
- Gather, assemble, correlate, and analyze facts
- Communicate effectively with all levels of employees and the public

Send resume and State of Texas application to [OIECInbox@oiec.texas.gov](mailto:OIECInbox@oiec.texas.gov)

Posting Date:	8/19/15
Functional Title:	Intern for Communications and Public Relations
Application Deadline:	Until Filled
Length of Internship:	Internship will end on or before December 31, 2015
Salary:	\$990.88 per month (20 hours per week)
Job Posting #:	15-277
Agency:	Office of Injured Employee Counsel
Location:	7551 Metro Center Drive, Suite 100 Austin, Texas 78744
Travel:	5%