



SEEKING VOLUNTEER INTERN WITH PUBLIC RELATIONS, JOURNALISM OR CRIMINAL JUSTICE BACKGROUND

The Public Information Department of the District Attorney's Office is looking for a volunteer intern interested in gaining experience in the District Attorney's Office -- the largest law office in Jefferson County. The position would involve coordinating a variety of communications between the DA's office, the public, the media and staff while learning about the criminal justice system.

The position reports to the Director of Public Information who is responsible for the release of information to the media; development and maintenance of the District Attorney's website; and coordination of community outreach programs.

The District Attorney's Office is a busy, fast-paced and very interesting place to work. The ideal candidate for this internship would possess the following qualifications:

- Excellent writing skills as well as editing, proofreading and layout skills.
- Strong desktop publishing skills including experience with Microsoft Word, Publisher, Power Point, and Excel.
- Good people skills are essential because duties will involve interaction with attorneys and support staff in an office of 160, the media, court and law enforcement personnel.
- The best candidate would be pleasant, articulate, detail-oriented and professional.

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- An independent worker who does not need much immediate supervision. This would include having the ability to take a project through to completion using resources available throughout the office.
- Well-organized, flexible, resourceful, bright, intelligent, mature, interested in the criminal justice process (although experience is not required) and works well under pressure.

Specific duties of the position:

- Responding to routine media inquiries regarding pending cases, monitoring news coverage, light filing, copying, and general clerical tasks.
- Maintenance of high profile case list and weekly dissemination to media.
- Working with the supervisor to develop, write and regularly update content for DA website www.districtattorney1.com.
- Other duties may include preparation and set-up for news conferences and special events, writing news releases, covering high profile court cases, setting up interviews, creating brochures or power point presentations, or other special projects as requested.

The student in this position will work closely with the Director of Public Information in all aspects of the job. This is a great opportunity for a bright, highly motivated student studying journalism, marketing, public relations or criminal justice. The position is for 8-10 hours a week and is ongoing. We require a four-month commitment.

Please submit your resume to:

Pam Russell, Director of Public Information
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