



Dallas County Government Internship Positions (GIP) Program

[Three very special students will be given an opportunity to be the 1st G.I.P.S to develop strategic P.R Plan and Vision for the 2nd largest County in the country!]

Dallas County, under the office of County Judge Clay Jenkins, is seeking two to three Government Intern Positions (GIPs) from a variety of disciplines to participate in a unique internship program through Commissioners Court. Students would learn about government from a political, fiscal and/or public relations perspective. Students must be self-motivated with an excellent work ethic, possess good communications and social networking skills, be able to work under pressure and be a team player. **ONE candidate in particular will be interviewed for a key Liaison position working directly under Judge Clay Jenkins!**

The goal of the program is to provide students with monitored, well supervised real world experiences across various aspects of government and business in order to equip them for either public or private career tracks. Through this unique government internship, GIPs will gain invaluable insight into the way government works on a County-wide level while applying computer, technical, communications and production (RTVF) skills to complement their academic studies and overall resume. The newly formed program would give students the ability to apply a multitude of skills to assist Dallas County in building a new vision. Students will emerge with a solid foundation for careers as elected officials, political science researchers, public administrators, journalists, producers, communicators and public relations professionals.

GIPs will report weekly on their learning process and goals to the internship coordinator at their learning institution and to the PIO and/or Department at Dallas County. GIP commitment can be for one semester or a Year. **GIP "Liaison"** to the Judge is encouraged to commit to at least a Year.

This is a never before offered, highly competitive program designed to recruit critical thinkers in the development of a 21st Century broad based Dallas County vision. ****P.R/Advertising/RTVF Students will have a unique opportunity to create the FIRST Dallas County P.R Platform and will be recognized publically for innovative ideas that we choose. This presents with a perfect P.R or Advertising Major's graduate level project. Responsibilities and educational opportunities include:**

Public Relations

- GIPs will interface with large PR entities, and Philanthropic and Private sector – will attend meetings, take MINUTES to correspond with members, help manage communications
- ****Assist with the development of new Public Relations Campaign**
- Assist in preparing Proclamations and Special Recognitions, Support Letters, etc.

Social Media/Marketing

- Interface with Media, elected officials, Commissioners and their staff as needed
- Assist with the Social Media Policy development and implementation for Dallas County; work with CIO and interface with webmaster on new technologies; update/monitor social media
- Conduct research on Dallas County for Public Relations Campaign

Media and Journalism

- Maintain audio/visual materials, editing, production (TV production and programming is a plus)
- Assist in development of FIRST County Media Department Plan: Develop Pitch, budgeting
- Attend press conferences and media-related events as needed; interface with Media as needed
- Assist with writing, work with elected officials, Commissioners and staff as needed
- Work directly and often with top Media Partner, their producers and on-camera talent!

CURRICULUM

GIP will be evaluated on:

1. Ideas, strategies brought to the table on new P.R. rollout and design (*Ad/P.R. Majors*)
2. Development of power point, other materials/outline for P.R. Strategy (*Ad/P.R./Journalism Majors*)
3. Work with webmaster, daily monitoring of social media (*Ad/P.R./Journalism Majors*)
4. Events coordinating, media interface (as needed – ALL)
5. Design and Layout (*Ad/P.R. Majors*)
6. Editing and production of audio/visual materials for presentation and/or broadcast, working directly with large Media Partner (RTVFI, Ad/P.R., Journalism – all must have RTVFI for this function)
7. Writing skills for press releases, constituency correspondence (ALL)
8. Research methodologies and results – tracking media (ALL)
9. Completion of database materials/media files (ALL)
10. Interfacing with IT (Word, Power Point, data management) – excellent computer skills (ALL)
11. **ONE POSITION:** Work with Judge Jenkins as direct liaison (Ideal for Government/Law – may consider Journalism and other Majors)
This GIP will work directly under County Judge Clay Jenkins (attorney by trade) and with his staff, learn the Elections process, accompany the Judge (as liaison) to any and all key meetings and events, take copious notes and provide Minutes for follow up correspondence. Will interface directly with major public and private partners and elected officials; privy to highly confidential forums and materials. Candidate must sign a Confidentiality Release; be sharp in mind and appearance at all times.
12. Attendance at Commissioners Court, all Tuesdays (ALL)

In addition, interns will:

- Work on a rotation basis with members of the Judge's, Court Administrator's and CIO staff (ALL)
- Regular briefings with PIO (ALL)
- Have the opportunity to spend 30 minutes to 1 hour of one-on-one time with the Judge during the internship to ask questions related to the application of their field of study (ALL)
- Accompany the Judge (Liaison GIP only)(OTHER GIPS may accompany certain elected officials at events)
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Requirements for participation in the Commissioners Court Internship Program:

- Candidates must attend a fully accredited University or College
- GIPS can be undergraduate (junior/senior). Of particular benefit to Grad Level Students.
- Candidates must show strong verbal and written communication skills, initiative, work ethic, and ability to think quickly and critically
- All majors are welcome (students with **RTVF** experience are encouraged)
Candidates with Advertising/Print/Layout and Design skills will be key! Will interface with PIO for Crisis Management! Must work on real-world deadline, especially with Breaking News!
- Interns must be able to work during business hours M-F (8:00 am – 12:30 pm, 12:30 pm – 4:30 pm, or a full day: 8:30 am – 4:30 pm)
- GIPs must provide their own transportation, but parking will be provided
- GIP Every day dress code: White or Light Blue Polo and Black Pant/Skirt
(Black Sport Jacket males/females required for Commissioners Court on Tuesdays)
- Unpaid but can be used for course credit
- GIPS must produce a weekly progress report. PIO/Dept. Head and/or Administrator will provide student(s) professor/instructor with a full internship assessment upon completion.

Application Process:

- Applicants must fill out a brief online application form
- Applicants must send a resume/cover letter to the PIO/Community Liaison
- Applicants must provide a letter of recommendation (with name and contact information) from an advisor or faculty member and at least TWO references (with name and contact information)