

2023 WRITING/EDITING INTERN
DOVER, DE
DNREC DIVISION OF PARKS AND RECREATION INTERNSHIP PROGRAM

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DESCRIPTION

The DNREC Division of Parks and Recreation is seeking a writer to assist researching, writing and editing a variety of information for publication by the division, news media and other nature-based organizations. This is a flexible, part-time, 29-hour maximum per week position that will work in a hybrid format (home base location of Dover, DE). This intern will work under the direction of the division's community relations coordinator (public information officer), who serves as the division's point of contact for all media and liaison with DNREC's Public Affairs team, the Office of the Secretary and the Office of the Governor.

RESPONSIBILITIES

- Under the supervision of an experienced communications director, the intern will generate and edit relevant and valued content for publication in reports, the news and event speeches, consistent with DNREC branding and style standards.
- The position requires collaboration with subject-matter experts across the division, including state park superintendents, interpretive program managers, planners and more.
- The intern may also assist with logistics and/or writing for division events that involve the DNREC secretary or governor.
- Additional communications duties assigned as needed.

QUALIFICATIONS

- Applicants must be working toward/possess a degree in English, communications, journalism or related field or have relevant experience.
- Excellent writing and editing skills
- Extensive report writing experience
- Eagerness to learn and expand writing and editing skills
- Experience writing in AP Style a plus
- Desire to work in communications, the media or relevant industry that incorporates these skills
- Ability to meet deadlines, work quickly and well with people of all backgrounds and abilities
- Collaborative spirit and passion for parks and outdoor recreation

REQUIRED SKILLS

- At least 17 years old with valid driver's license, and reliable transportation
- Fluency in the English language; additional language fluency an asset
- Overall GPA must be 2.5 or higher
- Strong organizational skills
- Able and willing to read and follow verbal and written work instructions, and work independently
- Able to commit to upholding the Divisions safety and personnel policies, and support the overall mission
- Able to professionally represent the Division in all interactions with visitors, staff, and other members of the community

BENEFITS

- Training: A hallmark of the program, interns receive training from the field experts they will be working with. In addition to this formal and informal training to successfully conduct their internship assignment, interns will have the opportunity to build associated skills and share real-time experience with park staff and colleagues. Training will be made available to the interns to further their personal and professional development. Additionally, the position will develop critical skills for those interested in a career in public relations, news media, freelance journalism and government communications.
- Opportunities for school credit are available.
- Activities: Interns will have the opportunity not only to visit ALL Delaware State Parks at no fee, but also participate in many of the tours, programs, and associated events for free. Delaware State Parks span the length of the state and whether it be canoeing at Trap Pond State Park, surfing at Delaware Seashore State Park, attending a concert at Bellevue State Park, or touring the living history facility at Fort Delaware, there is certainly something for everyone.
- Stipend Available: Interns are not employees of the State of Delaware- they are considered volunteers and are not paid for their service. Interns may elect to receive a stipend to help cover expenses incurred during their volunteer intern service. The stipend is \$50 per week for service of between 20 and 29 hours per week, paid bi-weekly as a direct deposit into the intern's bank account.
 - The stipend is not a wage but does count toward the total income on which the intern's tax obligation is based. Interns electing to receive the stipend will complete IRS Form W-9 Request for Tax-Payer Identification as self-employed and will receive a Form 1099 at the end of the year that reports the amount of income from the stipend. No taxes are withheld from the stipend.

All Delaware State Parks Interns are required to undergo and successfully complete a background check performed by the Division.

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The Department of Natural Resources and Environmental Control is committed to affirmative action, equal opportunity, and the diversity of its workforce