

## **Governor Ivey's Communications Office**

The Communications Office is responsible for developing and maintaining an effective communication strategy for the governor. This is implemented in a variety of ways including through oral and written communication, social media, meetings, interviews, public events and through the governor's website. Governor Ivey seeks to run an open, transparent, and honest administration and makes every effort to keep the public informed of office activities.

The Communications Office internship program is open to students studying any form of communications such as public relations, broadcast media, print journalism, communication studies, as well as those majoring in photography, political science, English, advertising, graphic design and marketing.

Our interns are tasked with the following:

- Answers phone calls
- Provides general clerical support
- Assists in preparing materials for events (background, agenda, remarks)
- Writes first drafts of press releases and advisories
- Writes proclamations and commendations
- Assists with events (passing out information to guests, event setup, etc.)
- Assists with maintaining the governor's social media accounts and the website
- Assists with video editing
- Takes photos and edits them