

Supreme Court of Georgia, Public Information Officer Internship

The Supreme Court of Georgia is now accepting applications for Public Information Office interns to begin on January 5, 2022, or shortly thereafter. Background information about the Court can be found at <https://www.gasupreme.us/>.

Job Description: Bolstering civic education and public understanding of Georgia's judiciary, in particular the function and purpose of the state's highest appellate court, is a priority of the Georgia Supreme Court.

Its Public Information Office interns will, under the direct supervision of the Public Information Officer, review and evaluate requests for in-person, public tours of the Nathan Deal Judicial Center; calendar group tours, coordinate with supportive departments, and engage professionally with Justices and staff; chaperone and guide groups on walking tours while relaying information about the history and role of the Court in Georgia's judiciary; coordinate a short address from a Justice; guide tour groups' participation in mock oral arguments, if requested.

Qualifications: The Court is seeking personable, energetic and friendly applicants who have the ability to maintain composure under pressure and resolve visitor concerns; exhibit excellent verbal and written communication skills; engage with audiences of various ages and backgrounds; manage their time effectively and prioritize; possess basic computer and social media skills, including the ability to navigate Microsoft Office, Microsoft Bookings, Twitter.

A successful intern should also impart a professional and polished appearance, be punctual and dependable, and adhere to pertinent provisions of the Code of Judicial Conduct.

Ideal candidates will have an interest in and be familiar with Georgia's court system.

There is no degree requirement, but preference will be given to applicants who are actively pursuing a bachelor's or master's degree and are in good academic standing with their institution of higher education. This internship would be best suited for students pursuing the following disciplines: communications, criminal justice, education, history, hospitality, journalism, political science, public policy.

Pay: \$12/hr

Hours: Minimum of 12 hours per week; maximum of 20. Expected commitment is for a term of one year.

Application Procedure: Applications will be considered and interviews scheduled on a rolling basis until the internships are filled. Applicants should provide a resume or CV that includes description of education and work experience and a list of two references including their contact information.

Applications should be submitted by email to media@gasupreme.us, subject line: Public Information Office Internship, with the two documents listed above attached as separate PDF or Word document files. Background screenings will be conducted prior to hiring.