

Global Communications Internship – Spring 2019

[APCO Worldwide](#) is a global communication consultancy. We help the most innovative organizations adapt and thrive in this fast-moving, interconnected and complex world. We do this for all types of organizations, in all industries and in all situations. We partner with clients to guide them through a changing, complex global environment, enabling them to reach their business and societal goals. We bring our clients' work to life creatively and digitally through diverse thinking and a campaign mentality that embraces a variety of integrated tactics to achieve success. Our work impacts bottom lines; creates and protects jobs; defines issues important to society; improves workplaces and communities; gains visibility for and gives voice to those who may not typically be heard; and much more. Simply put, our work is impactful, meaningful, and problem-solving or opportunity-creating. APCO is a majority employee- and woman-owned business.

Pre-requisites:

- A minimum OVERALL GPA of 3.5 and no academic violations
- The ideal candidate will be entrepreneurial, comfortable in a fast-paced environment, and extremely attentive to detail;
- Applicants are expected to have excellent written and oral communication skills and experience successfully balancing multiple tasks;
- Keen interest in current affairs, public policy, and media;
- Extensive knowledge of Microsoft Office;
- Former internships or work at communications agencies, federal agencies, international organizations, the U.S. Congress, or in state and local government is preferred, but not required;
- Must be able to spend at least 25 hours per week in the office.
- Must be a junior, senior or graduate student (after your first semester) with a major or minor in SOC

Intern Role with APCO:

- Researches topics and issues and analyzing findings;
- Monitoring of issues or news events;
- Drafts press releases, new business opportunities, fact sheets, and editorial content;
- Identifies and compiles lists of media contacts;
- Edits and proofreads client deliverables;
- Assists in the development of client proposals;
- Performs other duties as assigned.

Dates & Hours

- January - May
- 25 hours per week; weekly schedule to be arranged with APCO supervisor

Compensation: Position pays \$13.25 per hour for undergraduate students. Position pays \$15.00 per hour for graduate students.

Location: Internships are located at 1299 Pennsylvania Avenue, NW, Suite 300 – Metro: Metro Center

How to Apply:

Send an email with the following material as attachments to deansinternships@american.edu:

- 1) This completed typed application -- saved as a PDF titled as LastName-APCO.pdf
- 2) Your resume saved as LastName-Resume-APCO.doc
- 3) One document containing three work samples or three links to published material; or a link to your website. Saved as LastName-WorkSample-APCO.doc

Application Deadline: 11:00 pm Tuesday, October 23, 2018

Based on the strength of your application and a faculty review of applicants, the portfolios of top candidates who most strongly match the position's criteria will be shared with APCO. Their hiring supervisor will make the final decision. You **may** be contacted directly by APCO at any time following the application. Please let us know if you are offered the position since you will likely hear first.

SOC REQUIREMENTS for all Dean's Interns:

- Provide a headshot photo to be featured on SOC's [website](#) and flatscreens
- Submit a 250 word blog post with on-the-job action photos/selfies for the DI [Blog](#)
- Post at least once to social media about their experience and provide the link
- Students who successfully complete their Dean's Internship will be presented with the distinguished DI medallion to wear during Commencement.

Credit Information: If you would like academic credit for this Dean's Internship, contact your academic advisor directly to determine eligibility. If eligible, you must complete all registration and release forms, and enroll for internship supervision **prior** to the 'Add' course deadline.

Questions? Contact Lydia Schindler, Dean's Intern Manager, lydias@american.edu; 202-885-2220. Or drop by McKinley #212 and introduce yourself.

APCO Worldwide Dean's Internship Application

Name: _____

Are you a graduate or undergraduate student? _____

Expected graduation month and year: _____

Major: _____ GPA: _____

Cell Phone: _____ Email: _____

Website / Online portfolio: _____

Can you commit to required weekly hours for this internship? _____

Please answer the following questions:

1. What skills and experience distinguish you as the best candidate for this position?

2. What are your career aspirations? How will this internship help you achieve these?

3. What should this employer know about you and your work habits?

4. Please include the names of three SOC professors, along with their email addresses, who best know your work: