

Internship Opportunity



Mississippi Department of Environmental Quality

MDEQ Office of Communications Intern/Co-Op Student-Job Description

The MDEQ Communications Intern/Co-Op Student will support the development and delivery of creative and strategic communications to help the agency fulfill its mission to "safeguard the health, safety and welfare of present and future generations of Mississippians by conserving and improving our environment and fostering wise economic growth". This position combines elements of **graphic design, production, and public relations**, providing hands-on experience across multiple facets of communications. Some of the job duties include, but are not limited to:

- **Graphic Design & Production**

- Assist in designing and producing publications, marketing materials, and digital assets that align with agency goals and brand standards.
- Collaborate with internal clients to conceptualize, design, and refine creative projects.
- Support project management tasks including coordination with vendors, reviewing proofs, and preparing materials for distribution.
- Edit and finalize content to ensure accuracy, consistency, and alignment with communication objectives.
- Learn and apply industry-standard design software and production tools.

- **Public Relations & Communications**

- Conduct research to support the development of agency communications and identify emerging public information needs.
- Draft clear and concise communication materials, including press releases, social media posts, letters, and routine announcements.
- Assist in preparing presentations and informational resources for public or internal audiences.
- Provide basic informational services to the public on routine matters.
- Support staff in event promotion, media outreach, and community engagement initiatives.