

## Communications Intern

### **Description:**

We are looking for an enthusiastic self-starter to join our team as a communications intern! The intern will assist in our communications efforts and should work well in a team environment. Applicants must have strong communication skills, demonstrate creativity and be detail oriented.

### **Responsibilities:**

- Assist in content development for social media and other platforms
- Assist in writing emails and press releases
- Contribute ideas on how to boost customer/audience engagement
- Assist with research and writing/editing
- Participate in meetings and events

### **Qualifications:**

- Seeking a degree in advertising, public relations, journalism, telecommunication or related field
- Excellent written and verbal skills
- Strong interpersonal skills
- Ability to work independently
- Highly organized
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Availability of \_\_\_\_\_ hours per week

## Marketing Intern

### **Description:**

We are seeking a Marketing Intern to join our team! This intern will assist with marketing efforts and other related tasks. It is essential that applicants to this position have previous marketing experience and a positive attitude. Applicants should also work well in a fast-paced team environment and be eager to learn.

### **Responsibilities:**

- Support the marketing team in daily administrative tasks
- Help create content for social media platforms
- Brainstorm creative, unique marketing ideas
- Help in the creation and editing of content for the blog
- Assist in the management of website SEO

### **Qualifications:**

- Seeking a degree in advertising, public relations, telecommunication or related field
- Excellent written and verbal communication skills
- Graphic design
- Attention to detail
- Ability to work both independently and in a team
- Highly organized
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Availability of \_\_\_\_\_ hours per week

## Social Media Intern

### **Description:**

We are seeking an eager, self-starting individual to join our team as a social media intern! The intern will create engaging content for and post to our social media platforms.

### **Responsibilities:**

- Strengthen and grow our online community by actively engaging our target audience
- Create engaging and creative social media content, including video and graphics
- Research influencers and trending topics
- Monitor and track social media analytics
- Implement community management tactics, including responding to comments and direct messages on all social media platforms

### **Qualifications:**

- Seeking a degree in public relations, advertising, journalism, telecommunication or related field
- Extensive knowledge of all major social media platforms
- Excellent written and verbal skills
- Graphic design and video production for social media
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Experience with research and analytics
- A positive, go-getter attitude
- Availability of \_\_\_\_\_ hours per week

## **Public Relations Intern**

### **Description:**

We are seeking a public relations intern to join our team! The intern will assist with public relations and branding efforts. Applicants should have strong communication and writing skills.

### **Responsibilities:**

- Assist with image management, branding and marketing efforts
- Assist with research, strategic planning, implementation and evaluation of public relations campaigns
- Create engaging and creative content for the organization's communications, including social media posts, blog posts, newsletters, websites and press releases
- Monitor the media and assist with media relations

### **Qualifications:**

- Seeking a degree in public relations, telecommunication, advertising, journalism or related field
- Solid understanding of all major social media networks
- Highly organized
- Passion for the PR industry
- Excellent written and verbal skills
- Strong interpersonal skills
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Proficiency in AP Style
- Availability of \_\_\_\_\_ hours per week

## Journalism Intern

### **Description:**

We are seeking a motivated, enthusiastic journalism intern to join our team! The intern will assist with our writing and communications efforts. All applicants must be able to work independently and meet deadlines with little supervision.

### **Responsibilities:**

- Write engaging content for a variety of topics on multiple platforms (website, blogs, articles, social media, etc.)
- Pitch story ideas based on trending themes/topics
- Research and fact check materials
- Conduct interviews and maintain notes and recordings

### **Qualifications:**

- Seeking a degree in journalism, telecommunication or a related field
- Excellent creative writing skills
- Proficiency in AP Style
- A keen sense of grammar, language and spelling
- Interest in current events and news
- Ability to work independently and meet deadlines
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Experience with writing for a publication is preferred
- Availability of \_\_\_\_\_ hours per week

## **Digital Media Intern**

### **Description:**

We are seeking an enthusiastic intern to help us with digital marketing, social media and content creation efforts. The intern will assist with a variety of tasks and should be able to work efficiently both independently and with a team. Applicants must be ambitious and eager to learn.

### **Responsibilities:**

- Assist in developing successful digital marketing and social media strategies
- Respond to comments and direct messages on all social media platforms
- Assist in writing engaging pieces for our blog and website
- Contribute innovative ideas for new projects
- Assist with the creation of materials, including slide presentations, flyers and digital graphics.

### **Qualifications:**

- Seeking a degree in advertising, public relations, telecommunication or related field
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel) and Adobe Creative Suite
- Extensive knowledge of all major social media platforms
- Graphic design
- Ability to think creatively to identify and resolve problems
- Availability of \_\_\_\_\_ hours per week

## **Editor Intern**

### **Description:**

We are seeking an intern to join our team as an editor! The ideal candidate should be well-versed in creating unique and informative content that engages audiences in a conversational and inviting manner. Applicants should have strong writing skills and pay attention to detail.

### **Responsibilities:**

- Create grammatically sound, engaging content for website, blog, social media and other platforms
- Oversee layout and check content for accuracy and errors
- Perform basic research on relevant assigned topics
- Brainstorm new stories, series, concepts, themes and formats as needed.

### **Qualifications:**

- Seeking a degree in journalism, telecommunication or a related field
- Proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel)
- Effective communication skills
- Ability to meet deadlines
- Familiarity and proficiency with SEO friendly writing
- Positive attitude, work effectively in a team structure
- Ability to work independently and meet deadlines
- Availability of \_\_\_\_\_ hours per week