

Public Relations Account Team Internship

As an Eisbrenner Public Relations account team intern, you'll support client activities through writing, research, media monitoring, event assistance and all that other fun PR stuff. An internship opens doors to developing and expanding your portfolio. You bring the positive attitude and willingness to get your hands dirty, and we'll provide the challenges and team atmosphere.

Writing

Releases, media advisories, memos, newsletter articles, [SpeakEasy](#) blog posts

Media relations

Tracking client media coverage, use of media database, updating media lists

Event management

Assist at press events, facility openings, receptions, meetings and conferences

Vendor coordination

Scheduling project pick-up and delivery, research and gathering costs

Account administration

Copying, researching, running errands to vendors and clients

Office assistance

Answering phones, helping the office manager when needed

We treat our interns like account coordinators, and we expect them to actively engage in our daily activities. Our interns are proactive, creative and reliable...and usually come with an impressive resume.

Interns are compensated \$8/hour for their work, so a basic understanding of public relations is a must. You don't have to know everything, that's why it's an internship, but it's best to have previous experience before applying here. Candidates should be familiar with AP style and current events and absolutely must be motivated to learn everything they can while working here.

If we haven't scared you off yet, you just might be the person for the job. Contact [Ashley Cook](#) for more information.