

# PublicityWORKS

## WANTED

### Public Relations Intern

Looking for experience in a fast-paced environment?

We're searching for a results-oriented professional with strong writing skills and excellent proofreading abilities.

Journalism/Public Relations major preferred. Must have taken basic journalism courses.

Responsibilities include (but are not limited to):

- Updating and maintaining media calendars
- Developing and maintaining media list
- Copy Writing/Editing
- Managing database
- Developing and maintaining photo library
- Managing clip files

Internship will provide experience in all aspects of client service, including media relations, advertising and marketing, with some focus on copy production, including brochures, press releases, and general business correspondence. We are willing to accommodate a flexible schedule.

Publicity Works is a full-service marketing and communication firm. We currently represent clients in the construction, retail, and financial industries.

If you're interested in joining our team, please send your resume & writing samples to:

**Publicity Works, Inc.**

c/o Stephanie Givens/Public Relations Manager

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