

Communications Internship

Term: Negotiable

Start Date: ASAP

Commitment: 5+ hours per week

This is an unpaid internship, although college credit is available

Responsibilities:

- Work with the marketing committee to create and implement campaigns
- Establish local and regional media contacts and relationships
- Assist in the general distribution of press releases and media alerts
- Help draft and execute web and email campaign content
- Track all media coverage
- Attend and cover community networking events
- Other duties/projects as assigned

Qualifications and Skills:

- Degree or working toward bachelor's degree in public relations, communications or related field
- Demonstrated experience in journalism/communications
- Excellent oral and written communication skills
- Understanding of AP style and structure
- Basic knowledge of public relations and communication channels
- Experience with Adobe Creative Suite is a plus!

To apply send your resume and cover letter to Natalie Kostman at greenhouse@hillviewuac.org.