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.