



Internship

Job Description

Nyhus PR and PA internships are developed to give broad exposure to an agency experience including behind-the-scenes support of the team on client-facing and internal initiatives and projects. This includes supporting the maintenance of media lists, speaking and awards programs and editorial calendars. Internships are hands-on and three months long. Interns are provided with an assigned manager, goals and expectations.

Job Duties

Internal

- Support client-facing public relations team members with multiple high-profile accounts
- Conduct research on a variety of topics

Client Relations

- Support team on client-facing and internal activities

Media/Analyst Relations

- Assist with pitching media where appropriate (local broadcast, etc.)
- Work with account coordinators to develop and maintain comprehensive media contact lists across multiple clients
- Gather and analyze news coverage of clients and client related issues

Writing

- Assist in drafting press releases, fact sheets, marketing collateral and other materials

Programs and Tactics

- Support ongoing programs including editorial, speaking and awards opportunities across several clients
- Support team in coordinating and facilitating special events and press conferences

Administrative Activities

- Track billable time precisely and consistently

Other task and duties as assigned

Skills

- Basic understanding of communications strategies and tactics
- Exceptional written communications skills, with agency experience required
- Exceptional organizational and time-management skills
- Ability to multitask effectively

- Strong attention to detail
- Basic understanding of major social media tools
- Team player, positive attitude and ability to self-motivate
- Strong analytical and problem-solving skills
- Ability to support teamwork
- Solid judgment with regard to accuracy, responsiveness, integrity and discretion
- Ability to work well under deadlines and in high-pressure situations
- Solid computer skills with proficiency in PC-based systems, Microsoft Word, Outlook, PowerPoint and Excel

Utilization

- 100% billable
- Based on a minimum 40-hour work week; expect to work more, including some evenings and weekends

Qualifications

- BA/BS degree in journalism, communications, public relations or related field
- Minimum of three months agency experience

Salary

- Current salary is \$10 per hour