



## PUBLIC RELATIONS & DIGITAL MEDIA INTERN

DENOR Brands & Public Relations, LLC is a boutique public relations consulting firm that represents a diverse cadre of clients in the business, beauty, lifestyle and public service industries. The intern is an integral part of the DENOR team. The intern works collaboratively with other staff, contractors, and partners. The intern reports to the Director.

### **Job Duties**

- File materials electronically
- Use TeamWork PM to keep track of assignments, work flows and other duties
- Write blog posts, press releases, web content and other materials
- Assist in press release distribution
- Assist in developing messaging points and customized media pitches for clients
- Collect, organize and file all client press placements
- Develop and post engaging, relevant content for DENOR web site, newsletter, and social media platforms
- Develop and post engaging, relevant social media content for clients
- Assist in assembling press kits and other materials
- Assist in planning events, including identifying vendors, reserving rooms, ordering supplies, etc.
- Assist in event set up and design
- Assist in podcast episode production
- Assist in video production for YouTube channel
- Answer phone calls and e-mails professionally
- Some travel may be required
- Other duties may be assigned

The ideal candidate is detail oriented, possesses demonstrably strong writing and speaking skills, and has experience working in a professional atmosphere. The ideal candidate also has strong organizational skills, completed some coursework towards a bachelor's degree in a field related to public relations, as well as a professional, courteous demeanor, and the ability to work in a fast-paced environment. Skills in graphic design, photography, videography, or web design a plus.

### **Candidate Requirements**

- Must be working on a bachelor's degree in Public Relations, English, Journalism, Mass Communications, Marketing or a related field
- Command of all social media platforms
- Familiarity with press release distribution databases
- Command of Microsoft Word, Excel and PowerPoint
- Ability to work in a fast-paced environment
- Ability to display an upbeat and courteous attitude towards coworkers, superiors and others
- Ability to work a flexible schedule with some weekend hours
- Must be available to travel occasionally

The position is available on a part-time basis (up to 20 hours per week), depending on candidate's school and work schedule. Candidates must have reliable transportation, cell phone and computer. Internships are generally unpaid and offered in exchange for college credit. To apply, send your cover letter, resume, and three writing (or creative work) samples to [careers@denorbrands.com](mailto:careers@denorbrands.com).