

# PUBLIC RELATIONS INTERN

RJL SOLUTIONS

## ROLES AND RESPONSIBILITIES




The Public Relations Intern will serve the Communications department in areas of public relations and professional writing. The position provides a flexible work schedule and an environment that provides experience in a wide range of projects for a variety of clients and industries.

### Duties include:

- Research for press releases
- Proofread and edit various items (press releases, grants, social media, etc.)
- Assist in various forms of writing including social media posts, website copy, SEO and other marketing items
- Collaborate with Communications Team on campaign concepts and execution of deliverables
- Help write RJL Bios and blog posts
- Assist with social media and content creation
- Assist with operation duties for Communications team
- Assist the Government Relations team in creation of Daily Legislative Updates
- Research media outlets and form relationships
- Take minutes at participating meetings
- Like, comment, follow, watch stories, and engage in content for all RJL and its clients' pages to increase engagement and grow a following
- Other special projects as designated



## INFORMATION

-  College
-  Internship - College Credit
-  Communications

## QUALIFICATIONS

- Current student pursuing (or recent graduates with) a bachelor's degree in professional writing, communications or related degree.
- Ability to write blog posts and press releases.
- Ability to communicate effectively through writing in a concise and meaningful manner with accurate and trusted research methods and sources.