

PUBLIC RELATIONS INTERN

RJL SOLUTIONS

ROLES AND RESPONSIBILITIES



The Public Relations Intern will serve the Strategic Communications department in areas of public relations and professional writing.

Duties include:

- Research for press releases
- Proofread (press releases, grants, social media, etc.)
- Write for social media posts, website copy, SEO and other marketing items
- Help write RJL Bios
- Assist with social media and content creation
- Help with website edits
- Update RJL Twitter with daily session materials
- Assist the Government Relations team in creation of Daily Legislative Updates
- Research media outlets and form relationships
- Other special projects as designated



INFORMATION

-  College
-  Internship
-  Marketing and Public Relations department

QUALIFICATIONS

- Current student pursuing (or recent graduates with) a bachelor's degree in professional writing or related degree.
- Familiar with blog posts and press releases
- Ability to communicate effectively through writing in a concise and meaningful manner.