



Public Relations Internship Position

Ketner Group is currently seeking a proactive and diligent intern for Summer 2019 to support our team, with the possibility of being invited to stay on for the fall term. The paid internship would begin in May/June 2019 with a flexible schedule of 15-20 hours per week. The intern will have the opportunity to work alongside our fun-loving, collaborative group while gaining real-world agency experience supporting B2B clients.

Qualifications:

- Must be entering or in their senior year of undergraduate studies
- Possess strong writing and communication skills
- Willingness to work independently in a fast-paced environment
- Organized and detail-oriented
- Previous public relations and/or communications internship experience is a plus, preferably with an agency
- Ability to learn quickly and adapt to our team's work culture

Responsibilities will include, but are not limited to:

- Researching media and analysts
- Editing and/or writing client press releases and marketing materials
- Managing editorial opportunities
- Compiling award and speaking calendar
- Building media lists
- Crafting blog content for clients and internal use
- Developing social media posts for client and internal use
- Participating in staff meetings
- Assisting with other duties as assigned

Application instructions: Please send resume and cover letter, along with writing samples to info@ketnergroupp.com. No phone calls, please.