**Public relations INTERN**

**Description**

A non-partisan candidate for Mayor of Toledo is looking for an intern interested in learning all aspects of the public relations field. The intern who fills this position should expect to learn the field from top to bottom, and will be ready to enter any fast-paced public relations firm with excellent skills. It's essential that applicants to this position have excellent communication skills, demonstrate creativity, and understand the importance of attending to even the smallest details. This is an unpaid internship, but will be a great networking opportunity and excellent resume / experience builder.

**Responsibilities**

* Monitor all forms of media
* Schedule and coordinate speaking engagements, appearances, photo shoots, and other special events
* Write press releases and other materials
* Screen phone calls
* Assist with mailings, print production
* Create interview preparation materials
* Compile contact lists
* Provide support to social media efforts
* Search for press clippings
* Create or update databases
* Greet guests and dignitaries

**Requirements**

Students applying for this internship must have strong communication skills and should be majoring in Public Relations, Communications, Marketing or Journalism. Applicants should also have strong writing skills, as well as a solid understanding of social media. PowerPoint, Word and Excel experience is a bonus, and will be considered when choosing the best applicant for this internship position.

**Majors**

Public Relations, Marketing, Communications, Journalism