**Public Relations and Marketing Intern – Fall Semester 2019**

**Westminster Canterbury on Chesapeake Bay**

3100 Shore Drive Virginia Beach, VA 23451

**JOB DESCRIPTION**

Internship for 2019 Fall Semester. This will be a 12-week program with adjustable scheduling. Program requires a minimum of 16 hours a week (max 40) during standard business hours (Monday through Friday from 8:30am-5:30pm).

**RESPONSIBILITIES**

* Providing support for PR and Marketing Team, that includes;
* Proofreading and editing to support deliverables for the entire community
* Social media interaction across various accounts.
* Conducting research to support efforts across accounts.
* Research may include researching outlets and media for PR pitches, researching trends and insights to support social media accounts, researching client competitors or backgrounds.
* Creating media lists, drafting press releases, pitching media, preparing media clips, contributing to various reports and assisting with creative projects, such as media mailers and collateral for the Birdsong Tablet.

**QUALIFICATIONS**

* College junior or senior
* Related academic coursework
* Strong writing and editing skills
* Value teamwork and working with others to meet client needs
* Good attention to detail
* Organized, motivated, and meets deadlines
* Punctual and dependable

**BENEFITS**

* Get course credit while gaining valuable experience at a reputable company!