



## **Paid Internship – Job Description**

Anglin Public Relations of OKC is a collaborative, fast-paced firm focused on communicating with the public. We specialize in comprehensive PR and strategic marketing for businesses, associations, nonprofits and government entities. Anglin provides PR services including research, strategic planning, message development, media relations, writing blogs and creating social media and websites. Above all, we're a team that constantly grows, learns and evolves to better serve our clients.

### **Program Goal:**

The internship program at Anglin PR is designed to provide future communications professionals with a realistic, hands-on experience. The intern participates as a working professional in our office and supports client projects. At the end of the semester, interns will have gained valuable, resume-building skills, experiences and work samples.

### **Scope of Responsibilities:**

- Write and edit content including social media messages, news releases, website content, blogs for a variety of clients.
- Provide media relations planning, support and follow up: research state-wide media environment, call reporters, pitch story ideas.
- Assist with client promotions and events: plan logistics, attend and work at events
- Assist with research projects: program surveys, take notes in focus groups.
- Participate in the team planning and creative process for developing public relations and advertising campaigns and programs: brainstorm ideas, write creative copy, create graphic designs, take, collect or create photos and/or video.
- Collaborate and communicate with other members of the team.
- Assist with developing digital and traditional marketing strategies for a variety of clients.

### **Candidate Should Have:**

- Completed at least two years of study in journalism/public relations, marketing, strategic communications, advertising or other similar degree track.
- At least 20 hours a week to devote to the internship with time spent at our Oklahoma City office. We work in office on Tuesdays and Thursdays. Hours are flexible with school schedules and some remote work is available.
- Be enrolled in college and have academic approval for internship course credit.
- Proficiency in web strategy and social media platforms and analytics. We use Slack, Asana (a project management tool), Outlook and Google Drive daily.
- Strong writing skills. Experience with basic journalism practices and AP style.
- Some design knowledge/ability/skill is helpful.
- Professional dress and demeanor.

### **Compensation:**

\$12 per hour. Position does not qualify for benefits. Semester-long internships are available in the spring, fall and summer. E-mail resume and writing sample to: