



8THIRTYFOUR Integrated Communications Public Relations Internship Description

Grand Rapids' leading integrated communications firm is looking for a public relations intern to assist with projects.

We are seeking a highly-motivated individual with strong organization and communication skills who desires to gain hands-on experience in a fast-paced environment.

Responsibilities:

- Create and develop content to assist marketing brand messages
- Update internal documents and database using Microsoft Office, Mail Chimp, and Basecamp programs
- Assist with event planning, proofreading, copywriting, competitive research, the company database, customer follow-up and events
- Assist with client errands
- Attend group meetings, provide input and take notes
- Provide updates on status of projects/tasks administered
- Proofreading and copywriting assistance
- Creation of social media, blog content, and management
- Creative concept and brainstorming assistance
- Research and creation of blog postings
- Collection of customer testimonials
- Personal correspondence on behalf of 8THIRTYFOUR
- Other duties as assigned (be ready for anything!)

Skills:

- Social media skills: experienced in Facebook, Twitter, LinkedIn, Pinterest, Instagram, YouTube, and content management dashboards such as Hootsuite
- Basic public relations skills from press release and media kit creation to pitching and project management
- Excellent written and verbal communication skills
- Understanding of content marketing
- Ability to complete tasks with minimal supervision
- Contribute to a team environment
- Ability to manage multiple tasks and multiple client projects at once
- Provide creative input and positive approach to projects
- Experienced in Microsoft Office programs- advanced in Word, Excel and PowerPoint
- Customer service experience
- Ability to learn quickly, think on your feet, and problem solve

**Requirements:**

- Available for 10-15 hours a week
- Possible weekend on-call dates (for client events as needed)
- Reliable transit to run errands as client work requires

Benefits:

- Free parking provided
- Robust learning experience
- Collaborative work environment
- REAL projects
- Office dogs
- \$10/hour
- College credit not required; available if criteria is met

Knowledge & Skills

Candidate should be capable of initiating and maintaining strong personal relationships. In addition, he/she should be able to coordinate with vendors, clients and others involved insuring the completion of associated activities.

A high degree of organization and self-motivation is required. This person must quickly learn the product and the market. He/she must also stay aware of the upcoming company opportunities to ensure participation whenever it makes sense.

Prefer a Junior-Senior in college working on a public relations, marketing, or communications degree with high technical aptitude.

To Apply

In addition to the standard cover letter and resume, we want to see who you are, so point us to your blog, share three websites you visit daily, and your social web profiles.

In your cover letter, we'd love to know why your friends love you, what three words are typically used to describe you, and what assets you will bring to our work environment at 8THIRTYFOUR.

Finally, please share two writing samples that show off your talent.

Only emails will be considered (no in-person deliveries), in 1 single PDF doc, not several: Sarah@834design.com, by November 24, 2017.

8THIRTYFOUR

INTEGRATED COMMUNICATIONS