



Paid Public Relations Internship – Job Description

Anglin Public Relations of OKC is a collaborative, fast-paced, jack-of-all-trades firm. We specialize in comprehensive PR and strategic marketing for businesses, associations, non-profits and government entities. Anglin provides PR services from research, strategic planning, message development and customer, community and media relations, to hands on work like creating content for blogs, social media and websites. Above all, we're a team that constantly grows, evolves and adapts to better serve our clients.

Program Goal:

The internship program at Anglin PR is designed to provide future PR professionals with a realistic, hands-on perspective of the public relations industry. The intern participates as a working professional in our office and works on actual 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 news releases, web stories, blogs, social media messages and articles for a variety of clients.
- Assist with developing digital and traditional marketing strategies for a variety of clients.
- Provide media relations planning, support and follow up: 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 planning and creative process for developing public relations and advertising campaigns and programs: brainstorm ideas, write creative copy, create graphic design, take or collect photos and/or video.
- Collaborate and communicate with other members of the public relations team.

Candidate Should Have:

- Be enrolled in college and have academic approval for internship course credit.
- Completed at least two years of study in journalism/public relations, strategic communications, advertising or other similar degree tract.
- Proficiency in Microsoft Office, web strategy and social media platforms and analytics.
- Strong writing skills. Experience with basic journalism practices and AP style.
- Some design skills helpful.
- Professional dress and demeanor.
- At least 20 hours a week to devote to the internship. Hours are flexible.

Compensation:

\$10 per hour. Position does not qualify for benefits. Semester-long internships are available in the spring, fall and summer. E-mail cover letter, resume and writing sample to:

Anglin Public Relations
720 N.W. 50th, Ste. 200a
Oklahoma City, OK 73118
jobs@AnglinPR.com
No phone calls please.