



## Public Affairs Intern

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Providence Strategic Consulting, Inc. (PSCI) is a full service public affairs, marketing and communications firm in Bakersfield, California. PSCI specializes in developing strategic communications plans with extensive expertise in public affairs campaigns designed to produce successful project permitting. Our firm provides public relations support, website development and manages multiple social media accounts for our clients daily. Our current clients include those in water, oil and gas, transportation, non-profit and public-safety.

### Job Description

The Public Affairs Intern reports to the Project Coordinator(s) and primarily supports the development and execution of public affairs campaigns on behalf of our clients as well as assists with office administration tasks and other duties as assigned. This position is part-time and provides an opportunity for the intern to gain valuable job experience, business contacts and a better understanding of the public affairs field.

### Duties & Responsibilities

1. Research & databasing: Carry out research as needed for all client projects, the firm overall and various initiatives. Databasing assignments as needed might include updating email blast lists, and others.
2. Events: Assist with planning, organizing and executing community events.
3. Social Media: Work with the Social Media Coordinator to plan events and news posts on social media platforms including Facebook, Twitter, Instagram and LinkedIn. Create original content relevant to our client's target market. Create engaging visual content using Canva.
4. Marketing: Develop basic graphic design materials for firm and clients. Create effective PowerPoint presentations and assist speaker on behalf of clients at various meetings. Assemble press kits/client information packages as needed.
5. Assist with office administration tasks as needed.

### Qualifications

- Interest in writing, public affairs, communications, web design, marketing, journalism, public relations, politics, advertising or related field preferred.
- Hard working team player with exceptional organizational skills and outstanding speaking and writing ability.
- Flexibility with hours – available for day and occasional evening meetings (will accommodate student schedule).
- Must possess a reliable vehicle, have a valid California driver's license and be able to travel within Kern County.
- Working knowledge of Microsoft Office Suite software is preferred.
- Bilingual Spanish/English a plus.

Qualified candidates should send their resume to [consult@provconsult.com](mailto:consult@provconsult.com).

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