



Public relations intern

Providence Strategic Consulting, Inc. is an experienced strategic communications firm in central California.

Providence 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, manages multiple social media accounts for our clients daily, and much more. Our current clients include those in agriculture, water, retail, construction, oil and gas, transportation, healthcare, nonprofit and telecommunications industries.

POSITION TITLE: Public relations intern	REPORTS TO: Project Manager(s)	EMPLOYMENT CLASSIFICATION: Non-exempt
LEVEL OF SUPERVISION REQUIRED: General supervision	LEVEL OF SUPERVISION EXERCISED (SPECIFY POSITIONS): None	

POSITION SUMMARY:

The public relations intern reports to the strategic communications manager and/or project managers and primarily supports the development and execution of public relations, marketing and 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 relations, marketing and public affairs fields. Most positions extend 90 days.

ESSENTIAL FUNCTIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, including all important aspects of the job -- whether performed daily, weekly, monthly, or annually; and any duty that occurs at irregular intervals. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Help coordinate external advocacy efforts, outreach programs, marketing and business initiatives.
- Carry out research as needed for all client projects, the firm overall and various initiatives. May also be required to update databases, email blast lists media lists and others.
- Monitor city and county meetings; compile news and social media roundups.
- Events: Assist with planning, organizing and executing community events.
- Social media: Work with the project leads to plan events and posts on social media platforms including Facebook, Twitter, Instagram, LinkedIn and email marketing.
- Marketing: Develop basic graphic design materials for firm and clients. Create effective PowerPoint presentations and assist speaker on behalf of clients at various meetings.
- Complete other duties as assigned.

ESSENTIAL FUNCTION JOB DESCRIPTION

OTHER DUTIES:

- Act as receptionist when the office manager is out.
 - Greet visitors in a friendly manner.
 - Operate telephone system to answer the phone, check voicemail and transfer calls.
 - Compose and follow-up on emails and general communication.
 - General support to director of operations and other staff with data entry, photocopying and filing.
- Assist with office administration tasks as needed.

MARGINAL FUNCTIONS (IF ANY): None

ESSENTIAL PHYSICAL REQUIREMENTS:

- **Mental** - The intern will spend several hours in moderate concentration on the computer entering various types of information which requires attention to detail and high levels of accuracy.
- **Physical** - The intern will spend several hours sitting and using office equipment and computers. The intern will also have to do some lifting of supplies and materials.
- **Environmental** - Requires capability of performing essential job functions in established office environment under normal lighting and climate control tolerances. Occasionally, the physical environment requires the employee to work outside in heat/cold, wet/humid, and dry/arid conditions. Note: Work may be performed at the company office or other locations, as determined by management and the needs of the business. Work from home may be required under certain circumstances.
- **Manual dexterity** - Requires use of hands and arms to operate personal computer, calculator, copy machine, telephone, and other general office equipment and to record written information.
- **Audible** - Requires the ability to verbally communicate with clients, vendors, key contacts and internal departments in person and via telephone.
- **Visual** - Requires the ability to read written documentation and reports, operate office equipment such as computers and printers and drive a vehicle.

Minimum QUALIFICATIONS:

- Preferably pursuing a degree in public affairs, communications, web design, marketing, journalism, public relations, advertising or related field.
- 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 have access to a reliable vehicle, have a valid California driver license with driving record acceptable to the company's insurance carrier, and be able to travel within Kern County.
- Working knowledge of Microsoft Office Suite and Adobe Creative Cloud software is preferred.
- Spanish/English bilingual is a plus.