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|  | Job Title: | PR Assistant Intern |
| | Position Type: | Part-Time Internship |
| | Location: | Charlotte, NC/Remote |
| | Hours: | Available 10 -20 hours per week in addition to full days on event production days |
| | Compensation: | Non-Paid/College Credit |
| | Duration of Internship: | <p>Fall 2020 Internship August 3, 2020 – November 2, 2020</p> <p>Spring Internship March 1, 2021–June 1, 2021</p> <p>Summer Internship June 7, 2021– August 31, 2021</p> |
| Education: | Upper level college student or recent college graduate. Degree in the public relations, journalism or communications. | |
| Position Purpose: | To support the PR team with the research and planning of PR campaigns and initiatives. This position is perfect for someone looking for hands on experience in entertainment and lifestyle PR. | |
| <p>Responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> • Assisting in all aspects of PR and Event Planning • Developing media lists, database entry, literature searches, drafting news releases and statements, working with reporters, fulfilling media inquiries, coordinating interviews, and assisting in preparation for all meetings and events. • Assemble press kits and mailings. • Attend team meetings and conference calls. You will be provided with guidance and training throughout the internship. <p>Other possible activities include:</p> <ul style="list-style-type: none"> • Behind-the-scenes help on photo and video shoots for clients • Model Coordinator (castings, managing models day of event) • Coordinating promotional efforts (creating a strategic promotional plan for select events) • Helping with inventory and distribution of client products as needed to influencers and press • Working with local and national publications to create brand awareness • Booking/Confirming Talent Appearances • Other duties as assigned | | |
| <p>Skills/Qualifications:</p> <ul style="list-style-type: none"> • Must be able to work on select weekends • Can meet deadlines • Willingness to work long hours as needed | | |

- Ability to work independently at home and in a team setting
- Experience with social media management
- Working knowledge of CMS (particularly WordPress)
- Must be reliable and can respond to emails quickly and efficiently
- Outstanding organizational skills
- Reliable smart phone, laptop, and strong and secure Wi-Fi connection
- Must have excellent written and oral communication skills
- Must be fluent in AP Style and have impeccable grammar.
- MUST be detailed oriented and a strong independent thinker. Must be a problem solver.

Applying for the Position:

1. **Please thoroughly read the application procedure.**
2. Send an email to info@jswmediagroup.com.
 - a. Email Subject: PR Assistant Intern
 - b. Updated Resume
 - c. A Cover Letter
 - i. Your cover letter should articulate how you will contribute to the JSW Media Group Brand, what you're expecting to learn and what drives you about the PR industry.
 - d. Your Availability
 - e. Your Twitter and Instagram Handles
3. Absolutely no Phone Calls.
4. Qualified candidates will be contacted.
5. **Deadline to Apply: Applications are accepted all year round on a rolling basis.**