

Wireside Communications Public Relations Internship

Wireside Communications, an award winning independent public relations agency focused on high tech B-to-B communications, is seeking a recent college graduate for an internship to begin in summer/fall 2015. www.wireside.com.

An internship at Wireside provides the opportunity to learn, get hands on experience, and work with senior PR professionals and great clients. In a nutshell, we provide the experience needed to get a job in the PR field. Read what past interns have to say about us here: <http://www.wireside.com/wireside-interns/>.

Responsibilities

- Conduct research to prepare spokespeople for interviews
- Monitor for client and agency news coverage
- Produce coverage clip books
- Create and update media lists
- Gain proficiency using PR software such as Cision and Meltwater
- Assist with agency marketing efforts including social media and Wordpress updates
- Update agency newsletter database, overseeing migration of print to online contacts
- Support general agency administrative tasks

Qualifications

- At least two prior PR internships preferred
- Experience with social media platforms (Facebook, Twitter, LinkedIn, Wordpress)
- Proficiency in using the Internet for research
- Proficiency in using Microsoft Office

Qualities

- Strong communication skills and demonstrated writing ability
- Strong organizational skills and ability to multi-task and balance priorities
- Acute attention to detail and an analytical approach to problem solving
- High level of initiative, reliable

Must like dogs!

We have a very nice English Labrador Retriever, Ridley, 11, who resides in the office full-time.

Schedule

Ideally, we would like to have someone full-time (40 hours/week) for six months. Our hours are 9 a.m. to 6 p.m., Monday through Friday.

This position is paid.

We are located in downtown Richmond in the Superior Production Exchange building at:

1901 E. Franklin Street, Ste. 111, Richmond, VA 23223

Applicants should e-mail a resume to both:

Susan Hulcher, Operations Manager, shulcher@wireside.com