



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 to intern with us. 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

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:

Joya Subudhi, Founder, jsubudhi@wireside.com