

PUBLIC RELATIONS INTERN

COMPANY: ClearPoint Marketing Communications

LOCATION: 31 College Place, Suite 310-D, Asheville, NC 28801 (Ph: 828-253-7255, 1-877-253-7255)

POSITION: Public Relations Intern

DESCRIPTION: Opportunity to learn many of the skills needed to excel in an agency environment.

ClearPoint is a small full-service agency providing creative strategies, branding, advertising, marketing and public relations services. Intern will update media lists, monitor publications and update client clipping files, research specific topics and publications, help prepare press kits, assist with press release writing and distribution, assist with event planning, production and promotion, participate in client and staff meetings, obtain quotes from vendors, perform general office duties, and keep up with status of accounts.

QUALIFICATIONS: Must have strong writing skills and be articulate, highly organized, detail-oriented, enthusiastic and willing to take initiative. Must be on PR track, have professional image, general office skills and ability to work independently within deadlines.

HOURS: Approx. 10 hrs/wk

COMPENSATION: This is a student internship and is not currently a paid position.

APPLICATION: Send resume, persuasive cover letter, writing samples and a letter of recommendation from a professor to: Brenda Murphree, Managing Director, PO Box 1222, Asheville, NC 28802, or e-mail brenda@clearpointmarketing.com.

~ ClearPoint offers student internships in Public Relations & Graphic Design ~