

**Flagstaff Convention and Visitors Bureau
Public Relations Internship**

Supervisor: Jessica Stephens, Public Relations Associate, (928) 779-7627

Hours: Non-pay internship, possible class credit.

Flexible, maximum of 20 hours per week.

Fulfills School of Communication internship requirement
needed to graduate.

Required Skills: Strong writing skills; effective in-person and phone
communication style; computer skills, must be detail
oriented, professional and dependable.

Duties: Research, write and edit articles, advertorials and press
releases to be submitted to a variety of outlets and mediums.
Update and maintain media and travel writer contact
lists/database and develop as needed and directed.
Assist in maintaining organization of clippings and
promotional materials.

Assist in creating itineraries for visiting travel writers and
occasional participation in media familiarization tours.

Assist with media and community relations.

Assist in researching and pitching story ideas to a variety of
outlets and mediums.

Assist in updating and maintaining the CVB social media pages
(i.e. Facebook, MySpace, Twitter, YouTube, etc.)

Review master calendar on a weekly basis.

Perform other duties of varying difficulty under direction of
staff, including occasional work in other departments, phone
and Visitor Center coverage and mailings.

Other: Professional dress (moderate to dressy casual) and conduct
required.

This is an excellent opportunity for an Intern to gain experience and build a portfolio.
Job requires a high level of independence.
Strong knowledge of the Flagstaff area, a plus.

Miscellaneous: Please send resume to jstephens@flagstaffaz.gov