



CONVENTION AND VISITORS BUREAU

211 West Aspen Avenue ▲ Flagstaff, Arizona 86001-5399 USA

Public Relations Internship

- Supervisor:** Jessica Stephens, Public Relations Assistant, (928) 779-7627
- Hours:** Flexible, maximum of 20 hours per week. **Non-pay internship, possible class credit.** 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. Strong knowledge of the Flagstaff area, a plus.
- 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.
- 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.
- Review master calendar on a weekly basis.
- Perform other duties of varying difficulty under direction of staff, including occasional work in other departments, phone coverage and mailings.
- Miscellaneous:** Please forward resume to jstephens@ci.flagstaff.az.us.