

PR Internship
Off Madison Avenue
Tempe, AZ

(this description was provided by Off Madison Avenue)

Off Madison Ave is a high-energy, integrated communications agency in Tempe, Ariz. located right on Tempe Town Lake. Named one of the Best Places to Work in Arizona, our clients include Nike, Valley of the Sun United Way, Wet 'n' Wild Phoenix, SkyMall and many other great brands. We provide services in advertising, public relations, media, graphic design, strategy and Internet marketing.

Are you looking for a fall internship where you can put your creative and strategic mind to the test and thoroughly explore the field of public relations? Do you possess a relentlessly positive attitude and are you up for learning industry best practices in an integrated communications environment? If so, we are looking for you!

We are currently accepting resumes for our fall public relations internship. This is a 20-hour per week position that begins August 2009 and runs through December.

You Need:

- * To be enrolled in college with a focus in PR, Journalism, Communications or a related field.
- * Strong written and verbal communications.
- * Solid proofreading and editing skills.
- * Knowledge of AP style.
- * Ability to work well in a fast-paced environment.
- * Proficiency in Microsoft Word, Excel, PowerPoint and appropriate software programs.
- * To think strategically and creatively.
- * Ability to work with a team, have fun and love what you do.

You Will:

- * Provide day-to-day account support for various agency clients.
- * Assist with research and development of databases for various client and agency projects.
- * Assist with writing and editing communications materials.
- * Assist with media relations efforts and on-site event participation.
- * Continuously monitor current events and news in the public relations/communications field and clients' industries.
- * Assist teams with preparation of documents and other needs for client meetings and communications.
- * Assist in new business projects by conducting news monitoring and research.

Interested? Check out our Web site and then send your resume to internships@offmadisonave.com. Please write "Fall PR Internship" in the subject line. No phone calls please.