

## Marketing Public Relations Intern

**Title:** Marketing Public Relations Intern: Non-paid

**Objective:** Kingdom Creations Enterprises seeks a Marketing and Public Relations specialist who, under the direction of the office manager will promote the awareness of our business planning classes and charitable services.

**Responsibilities:** Coordinating and facilitation special projects. Cultivating media relations, generating news stories, organizational marketing and branding, managing public relations campaigns, coordinating public and community forums and developing culturally and linguistically competent educational and promotional materials for diverse stakeholders

**Qualifications:** Creative, enterprising and media-savvy professional with excellent writing and oral communication skills. The right candidate thrives in a fast-paced environment, works well independently and as part of a team and possesses a keen understanding of all media channels, including: website management, blogging, social networking, building relationships with reporters, writing letters to the editor and drafting press releases. Understanding of intersection of media and social marketing.

**Average Time Commitment:** 5-20 hours per week; hours coordinated with the Office Manager.

**Measure of Success:** Completion of goals, new constituents are recruited and retained, problems are handled in a timely manner, interns are active and growing, available to other employees and interns, meetings are held efficiently, creates friendly and loving environment, good team spirit.

**Benefits:** Gain experience in building relationships and working with other people, play a key role in shaping organization, Explore all avenues of the business and knowledge of how to run a business, Stepping stone to future positions, Opportunity to network on different levels, Recognition, improve meeting management skills, gain experience that can be used on the job.