

Paid Public Relations Internship

Position Description:

Jones Public Relations (JPR) is a full-service national communications firm located in downtown Oklahoma City. The agency is focused on delivering results for clients to be heard anywhere. The JPR team specializes in national and state campaigns that comprise media, social media, community relations, events, videos, editorial services and direct marketing.

Program Goal:

The internship program at JPR is designed to provide college students studying Journalism or Public Relations with real-world experience and hands-on training to supplement their academic endeavors. JPR regards interns as “Associates” for the professional level of work we expect. They will gain valuable practitioner skills and portfolio samples that will give them a competitive edge in job interviews upon graduation.

The Associate reports directly to the Account Executive or Senior Account Executive that leads his/her team, but may also be assigned tasks by other members of the team or by JPR’s Vice Presidents or President.

As with all members of the JPR team, Associates must follow the policies described in the JPR handbook, attend internal meetings as requested and conduct themselves in a professional manner at all times while working to instill a positive work environment at the firm.

A successful Associate shows proficiency in completing the following activities.

Scope of Responsibilities:

- Conduct pre-campaign and post-campaign research for clients
- Develop and maintain databases, such as media lists and media monitoring
- Develop social media copy, schedule content and monitor engagement
- Participate in strategy sessions for clients and new business development
- Assist senior practitioners in a variety of client projects. May include industry research, planning special events and news conferences, writing or proofreading news releases, newsletters and other marketing materials and developing creative concepts
- May participate in client meetings
- Maintain the upkeep of Conference Room/Kitchen and reception area
- Other duties as assigned

Candidate Should Have:

- Completed at least two years of study in Communications/Journalism/Public Relations degree tract.
- Proficiency in Microsoft Word, Microsoft Excel and social media networks
- Strong writing skills

- Experience and familiarity with basic Journalism practices and AP style
- Desire to participate in a team environment
- Professional dress and demeanor
- At least 25 hours a week to devote to the summer internship program, 20 hours per week to the spring/fall internship program.

Compensation:

Competitive hourly compensation.

Paid parking.