



Fall Public Relations Intern

We are currently accepting resumes for a fall 2021 public relations intern.

A fall internship at Maven gives a genuine experience of what it's like to work at a small, and innovative communications firm. Interns provide support for all team members and perform tasks such as:

- press release and media materials writing
- media monitoring
- creating and maintaining media lists and clip reports
- social media research and writing
- blog post research and writing
- participation in team meetings and brainstorm sessions
- opportunity to attend client meetings and events

Requirements:

- current college students majoring in PR, communications, journalism, marketing, or digital media
- strong writing (writing samples will be requested)
- interest in learning more about B2B and B2C communications for companies in real estate, professional services, and nonprofit
- knowledge and comfort using the entire Microsoft Office Suite, Outlook, and Google docs.
- previous internships a plus

Our fall internship program runs from August through December (start and end date are flexible based on school schedules). Interns are asked to work a minimum of 20 hours/week and are paid. Due to COVID-19 the internship may be virtual for the first two weeks.

Interested candidates should send a resume and cover letter to jobs@mavenagency.com.