



Summer 2021 Public Relations Intern

We are currently accepting resumes for a summer public relations intern.

A summer public relations 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 summer internship program runs from May through August (start and end date are flexible based on school schedules). Interns are required to be available to work at least three days a week or up to five days a week, 21-32 hours/week. This is a paid position.

Due to COVID-19 the internship may be virtual for part or all of the internship.

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