

# Sample Internship Job Description

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## Public Relations Internship

### Company XYZ, Inc.

Company XYZ, Inc. is seeking enthusiastic and qualified interns to work within our Public Relations Department. XYZ, Inc. is a dynamic marketing and public relations firm, with an employee population of over 100 employees providing marketing, public relations, and event planning consultation to the Greater Peoria Metropolitan area.

Our internships provide an opportunity for students to gain practical experience in marketing, public relations, and event planning. If you're looking for hands-on experience with a top-notch organization, Company XYZ is the perfect fit!

### Responsibilities Include

Proofreading press releases created by our PR Practitioners

Assistance in developing direct marketing campaigns

Social media management with daily and weekly postings, as well as photography

Event program design and distribution

Attendance at weekly department meetings

Assistance during events hosted by XYZ, Inc.

### Qualifications

Must have completed a minimum of twelve (12) credits at Illinois Central College

Must have received department approval for participation in the internship, if required

Experience in Microsoft Office, social media, and Microsoft Excel is preferred

Completion of the introduction to public relations course a plus

### Dates of the Internship

Minimum 16-week commitment, to concur with Spring Semester

### Compensation

This is a non-paid internship