



## **Job Description**

### **Position Title:**

Public Affairs/Public Relations Fall/Spring Internship – Fort Worth

### **Reports To:**

Vice President

### **Position Summary:**

Open Channels Group, a minority-owned public affairs firm located in downtown Fort Worth is seeking a public affairs/public relations intern to assist its dynamic team of communications professionals. This internship is ideal for a highly motivated college student with a specific interest and field of study related to public relations, communications, marketing, journalism, or political science.

### **Duties:**

Open Channels Group is looking for an intern to work with staff on a variety of client projects. The candidate must be able to work at least 16-20 hours per week, and handle the following tasks:

- Draft basic public relations materials including news releases, media alerts, fact sheets, client meeting summaries, status reports and other materials as directed.
- Carry out special and media event planning activities and arrangements as outlined by staff.
- Attend and participate in client and staff meetings as directed.
- Develop and update media lists and other databases.
- Monitor and track media and handle media updates.
- Assist in research for presentations and new business opportunities.
- Participate in brainstorming and strategy sessions.
- Perform administrative duties and functions as assigned.
- Succeed in a fast-paced small office environment.

### **Qualifications:**

The candidate should be currently enrolled in or pursuing a degree in communications or business with a focus in public relations, marketing or journalism and have a desire to work in the public affairs/public relations field. College junior or senior in good academic standing. Excellent writing and verbal communications skills are a must.

The candidate should be a self-starter willing to learn and work on several projects at once. Results-oriented with willingness to take responsibility and initiative. Must have the ability to show good judgment and to effectively respond and problem solve.

Prefer a candidate who has completed a minimum of 12 credit hours in related major or field of study.

**To Apply:**

Please send a cover letter, resume and writing samples to Tamesha Robinson, office manager, Open Channels Group, 101 Summit Ave., Suite 208, Fort Worth, Texas 76102 or e-mail [tamesha@openchannelsgroup.com](mailto:tamesha@openchannelsgroup.com). No phone calls please.

[www.openchannelsgroup.com](http://www.openchannelsgroup.com)