**Virtual Public Relations Internship**

StandUp for Kids - Orange County was launched in 2003 with a single focus: to end the cycle of youth homelessness in our community. We work to provide basic needs, housing, mentoring support, care, and love to at-risk and homeless youth ages 12-24.

Website: [www.standupforkids.org/orangecounty](http://www.standupforkids.org/orangecounty)

Number of positions open: 2

This position reports to the **Marketing Coordinator**

* + - This is an unpaid internship.

**Essential Functions:**

The PR Intern will help coordinate media relations for the agency. This role will involve both developing strategic media relations plans and executing them by working closely with editors, journalists, bloggers, and other media influencers.

Candidate must have **excellent writing skills**, experience in **pitching** media is a plus.

As a Public Relations Intern, you will:

* Develop comprehensive public relations plans
* Develop and maintain pitch/editorial calendars
* Research media contacts
* Build and maintain media lists
* Draft and edit PR materials; press releases, fact sheets, pitches
* Distribute PR materials
* Conduct extensive media relations efforts to secure earned coverage
* Measure results and report on metrics of success
* Attend and contribute to internal and external strategy meetings

As Public Relations Intern, you must have:

* Excellent writing skills
* Be pursuing a bachelor’s degree in a relevant field
* Have a solid understanding and experience with public relations tools (databases, wire, media monitoring services)
* Excellent communication and presentation skills

**Educational Requirements**
Applicants must currently enrolled in an accredited college/university majoring in **Public Relations, communications or a similar field;** or be a recent graduate who completed their degree in one of the above-mentioned fields.

**Qualifications & Requirements**

* + Intern must be 18+ years of age.
	+ Submit an application, 3 forms of reference, and a copy of a photo ID.
	+ Pass a criminal background check and submit the $18 fee.
	+ Completion of all required orientation and training.
	+ Must maintain regular attendance
	+ Must properly handle and maintain confidential information
	+ Submit hours once a month.
	+ Complete evaluation surveys as requested by staff.
	+ Successfully complete an interview for a position with staff member.
	+ Excellent written and oral communication skills
	+ Ability to research information and prepare collateral and other correspondence
	+ Minimum 8-10 hours per week for 3 - 6 months. Hours can be scheduled in 3- to 8-hour blocks of time during regular business hours (Monday through Friday between 8 a.m. and 5 p.m.). Applicants able to schedule the maximum hours/duration listed for this internship typically gain a more in-depth experience.

**Benefit to Interns**

Although this is an unpaid internship that does not lead to paid employment or include employee benefits, students or recent graduates are offered an excellent opportunity to:

* + Build resumes and explore career options
	+ Apply academic skills and knowledge to the workplace
	+ Fulfill college/university internship requirements
	+ Network in their fields of interest with professionals who are dedicated to making a positive difference in Orange County
	+ Intern with one of the premier employers in the region

**To apply**

1. Email justines@standupforkids.org with your resume.
2. Complete the following form <https://forms.office.com/Pages/ResponsePage.aspx?id=MlwY0O9QLkKUT8IiEKhaAYjbXIvTy0RPgNdnyBwAFk5UMThPQ1BCRFdaT0NBMUM2RUdIQlo1NFZHVi4u>
3. Complete necessary paperwork
4. Successfully pass background check and submit $18 fee for processing
5. Attend Orientation and Training