Hi Emma - Happy Friday!

Sure thing! Sorry for not detailing further - however, we will definitely have opportunities for students to produce press/news releases, assist with creating client biographies and media/press kits (utilizing copywriting and editing skills, etc.), plus opportunities to help manage our social media and produce written and multimedia content for it (via Canva, Adobe, Over, and other multimedia apps/softwares, etc.).

See updated description below. Thank you!

**SDP Digital Internship Description**:

* 10 hours/week availability
* Access to own transportation for events and client interviews/meetings
* Strong interpersonal skills and communication skills
* Support PR staff with general administrative duties
* Create media kits and client presentation packages
* Help produce press/news releases
* Compile press & social media coverage
* Send out daily press breaks
* Send out interview confirmations
* Media list research
* Manage RSVP lists and coordinate events
* Help manage agency website and social media pages (ie: copyrighting and producing various engaging and informative multimedia content)
* Perform miscellaneous duties as needed

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**Ariela Contreras**

Publicity | Digital Marketing | Branding, [SDP Digital](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fsdp-digital.com%2F&data=04%7C01%7CEmma.Daugherty%40csulb.edu%7C7c1b196542db45738c5508d95ea5148d%7Cd175679bacd34644be82af041982977a%7C0%7C0%7C637644885382665874%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=vf27T6JuxgOk5UjfMiB%2BTB3i8ytbjifiChSrGNWmGPY%3D&reserved=0)

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