



# Wonder Women Tech Internships

## Public Relations Intern

### Description

We are looking for poised and charismatic individuals with a strong interest in public relations, a great eye for detail and knowledge of current media trends, as well as excellent writing skills. The candidate must be able to wear many hats and be motivated to learn about the PR industry.

- Assist with all stages of brand event placement including research and email requests.
  - Assist in writing and proofreading press releases.
  - Assist in more writing, under clear guidance.
  - Assist with all stages of media placement including research and email requests.
  - Create lists of potential sponsors for Wonder Women Tech events.
  - Help with day-to day operations and administrative duties.
  - Engage with our global community and build publicity campaigns and strategy.
  - Build outreach strategies and execute accordingly to build overall brand awareness.
  - Conduct publicity outreach.
  - Build strategic partners and media lists.
  - Conduct press outreach for WWT events and initiatives including conferences, podcasts, speaking engagements, and more.

**Time Commitment:** Minimum total of 10 hours/week. Schedule is flexible. **Location:** Long Beach, CA/ REMOTE.

**Remuneration:** This is an unpaid position.

Need more information? Please email [brianna@wonderwomentech.com](mailto:brianna@wonderwomentech.com). Please specify in the subject line which internship position you are applying for.

**Number of positions available:** 2

## Requirements

- Must be pursuing a degree in Public Relations, Business Administration, Business Management, Journalism, or Communications.
- Must be able to use Microsoft Office and Google Suite.
- Must have strong writing skills.
- Must be familiar with different media platforms.
- Must take directions well and be able to provide self-direction when necessary.
- Must be a team player.
- Must have strong attention to detail.
- Must be able to multi-task when necessary and prioritize activities.
- Must have excellent written and verbal communication skills
- Must work well under pressure and meet tight deadlines

To apply, send your email and resume to [info@wonderwomentech.com](mailto:info@wonderwomentech.com)

## About Wonder Women Tech

Wonder Women Tech (WWT) is a nonprofit organization and ecosystem that produces year-round programming and national and international conferences that highlight, educate, and celebrate women and the underrepresented in STEAM industries (Science, Technology, Engineering, Arts, Math), innovation and entrepreneurialism. Our conferences and programming offer a variety of speakers, panel discussions, coding classes, workshops, hackathons, diversity career fair, STEAM camps, community inclusion activities, thought leadership, and other dynamic programming geared towards empowering women, girls, people of color, LGBTQ, the underrepresented, and diverse communities. We seek to create a shift in diversity and inclusion within STEAM industries by offering revolutionary content and impactful discussions.