PUBLIC RELATIONS INTERN

Term: Fall  
Position Title: Public Relations Intern  
Department: Communications  
Reports To: Communications Manager  
Work Schedule: 3 days/wk, 9am-5pm  
Number of positions available: 2

JOB DESCRIPTION
The Public Relations Intern will assist the Communication Department by building awareness of the services and programs offered by the Red Cross in the Greater Chicago area through a variety of communications functions. This position offers the opportunity to sharpen basic public relations skills at the world’s leading humanitarian organization. This position will play a role in building the future image of the second largest Red Cross chapter in the US.

RESPONSIBILITIES
1. Assist with various external communications campaigns by researching, writing press releases, media lists and contacting local media to place stories.  
2. Carry out research projects as assigned.  
3. Assist the department in community, media and internal relations during disaster situations. This may include going to a disaster site, such as a house fire, answering media calls or monitoring news reports.  
4. Provide administrative support as needed.  
5. Creating and crafting media relations products and pitching to media as appropriate.  
6. Any other duties as assigned

QUALIFICATIONS
1. Candidates must demonstrate strong writing, research, editing and interpersonal communication skills  
2. Must have the ability to plan, manage time, think and work independently and be willing to take on challenging tasks  
3. Must have strong computer skills: proficiency in MS Office Suite, Internet and basic knowledge of social media platforms (i.e. Twitter, Facebook, etc.)  
4. Must have some coursework in journalism, public relations, communication or related field  
5. Must be able to work at least 3 days per week  
6. Bilingual in Spanish desired, but not required  
7. Subject matter expert in all things social media strongly desired, but not required  
8. Photography skills desired, but not required

PROGRAM INFORMATION
Country: United States  
State: Illinois  
City: Chicago  
Percentage of travel: 40% (local)  
Relocation? No  
Salary: Unpaid. This position provides a $500 travel reimbursement, awarded upon completion of internship.

HOW TO APPLY
Interested candidates should submit their cover letter and resume as one attachment to ChicagoVR@redcross.org, with “Public Relations Intern” in the subject line. Submissions without a cover letter will NOT be considered.

The American Red Cross is an EEO m/f/d/v. No phone calls, please