Marketing/Public Relations Intern Position Announcement

About Us: **Fahrenheit Creative Group, LLC** (FCG) is a full service marketing communications firm based in Jackson, MS. Our clients have included entities in the health care, higher education, and business development industries in addition to government agencies and community-based nonprofit organizations.

Site: FCG Offices, 215 West Capitol Street, Jackson, MS 39201

Duties: This intern position reports to the Content and Community Specialist and requires a minimum of 15 hours per week between 8:30 a.m. and 5:30 p.m. The Public Relations Intern will assist in the general marketing, advertising and public relations efforts on behalf of the agency's clients. Specific duties include, but are not limited to:

- Draft media releases, media advisories, articles, letters to the editor and opinion editorials
- Develop and proof copy for websites, brochures, etc.
- Prepare media kits and information packets
- Assist in coordinating special events and projects
- Conduct research releases, social media, etc.
- Conduct follow-up calls to media, clients and leads
- Social media management

Requirements: Advanced junior, senior or master's candidate for degree in journalism, mass communications, English, marketing or related major
Excellent oral and written communication skills
Exceptional computer skills
Ability to work in a fast-paced team environment
Disciplined, self-starter with problem solving skills
Reliable transportation is mandatory

Contact: Tarrenta Thomas, Community and Content Specialist
215 West Capitol Street
Jackson, MS 39201
601.371.8003

E-mail your resume and at least 3 writing samples to tthomas@fcgworks.com.