

Join our team

To apply, email dreamteam@babbitbodner.com

Babbit Bodner - Internship

About the role:

- This role is two months with the potential to extend. The role is Monday-Thursday from 9:30 a.m.- 3:30 p.m., and is a paid role based on experience.

Position Responsibilities

Responsibilities may include but are not limited to the following:

- Support supervisors with account management for designated clients
- Support media relations efforts, including drafting press releases, building media lists and pitching media
- Attend and participate in client meetings, brainstorm sessions, events and presentations
- Identify trends in the news relevant to clients
- Create and manage social media accounts and content for clients and Babbit Bodner
- Plan and execute special events, such as Babbit Bodner's Women's Power Lunch
- Drafting and posting content for Babbit Bodner social media channels
- Administrative support for Babbit Bodner team including calendar management, expense entry, office tools, client gifting and more
- Gain experience working with fast-growing companies in a variety of industries, including technology, food and beverage, consumer and non-profit

Required Skills and Qualifications

- Earned a B.A. in public relations, communications or marketing with a minimum 3.0 GPA
- Experience managing and creating content for social media platforms, including Facebook, Twitter, Instagram and LinkedIn
- Working knowledge of Microsoft Office Suite and Adobe Creative Cloud
- Ability to collaborate effectively with a team
- Familiarity with public relations disciplines through past coursework or internships
- Minimum of 1-2 internships/work experience in public relations, marketing, or related field