



Westbound COMMUNICATIONS

Westbound Communications seeks qualified applicants to fill intern positions immediately available at its Orange and San Bernardino offices. Westbound interns are high-achieving, responsible and bright students who are passionate about public relations and can learn quickly through hands-on experience. A monthly stipend is also included.

Experiences Gained

- Writing and editing press releases, blogs, articles, case studies, web content, etc.
- Building and qualifying media lists
- Researching for new business proposals
- Conducting community outreach
- Pitching stories to media
- Maintaining media clip reports
- Creating website content
- Discussing books with the team
- Participating in weekly staff meetings and agency social events
- Tracking social media measurement
- Assisting with the planning and executing of client events
- Networking opportunities

Qualifications Required

- Strong writing, editing and oral communication skills
- Juniors, seniors, graduates and graduate students only
- Minimum GPA of 3.0 required
- Available a minimum of 25-35 hours per week
- Proficiency with MS Office, Internet research and social media tools
- Ability to fact check with attention to detail
- PRSSA membership/campus leadership preferred
- Public Relations, Journalism, Communications (and related) majors preferred
- Previous agency or in-house experience ideal
- Ability to advocate for clients

About Westbound Communications

Westbound Communications is a public relations and strategic marketing firm that specializes in building strong brand reputations for the companies and organizations it represents. Located in Orange and San Bernardino counties, Westbound staff have built a strong industry network across Southern California and the 12 Western states. The firm's practice areas include public affairs, consumer, technology and business-to-business. Visit us at www.WestboundCommunications.com.

If you're interested in joining the team at Westbound for an incredible experience, then we're interested in hearing from you! Please e-mail us your *one-page* resume, cover letter, writing sample and two references in PDF format.

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