

## Public Relations Assistant Intern

**Compensation:** Non-paid and up to 150 hours (Check with your school if credit is provided)

**Start Date:** Week of September 19, 2016

**Definition:** Under direction of full-time staff, provides assistance in support of the [Center for International Trade Development](#) (CITD) and [Central/Mother Lode Regional Consortium](#) (CRC) - split time.

**Location:** Clovis Community College – Herndon Campus (390 W. Fir, Clovis, CA)

### Examples of Duties/Essential Job Functions:

- Assist in developing Press Releases and press packets as well as client/partner relationship building;
- Assist to create short and long term social media plans maintaining our accounts (i.e Facebook, LinkedIn, Twitter) and tracking using analytics to promote brand awareness
- Maintain database, newsletter and website;
- Assist staff with project activities and logistics, project management, consortium meetings, recruitment for training and/or trade mission activities;
- Proofreading, basic clerical assignments, and other related duties as needed.

### Employment Standards/Minimum Qualifications

- **Education:** Full-time college student (undergraduates 12+ semester units; graduates 9+ semester units). GPA of 3.0 or better. Undergraduate Majors: International Business, Logistics/Supply Chain Strategies, Management, Marketing, Business Administration, Agricultural Business, and Entrepreneurship.
- **Knowledge:**
  - Familiar with CITD and CRC programs and services;
  - Mature outlook and excellent communication skills are a must;
  - Ability to receive and follow instructions, and appropriately interact with other students, staff and the public.
- **Skills/Abilities:**
  - Proficient in Microsoft Word, Excel and Outlook.
  - Skills to read, interpret and prepare written material, file and retrieve information, and maintain records.
  - Highly organized, time management, and meets assigned deadlines.
- **Working Conditions:**
  - Work indoors with set hours;
  - Occasional travel opportunities to assist in training/trade activity facilitation;
  - Work under pressure of constant deadlines with frequent interruptions.

### Internship Benefits:

- Interns gain extensive communication and project management experience;
- Opportunities to make valuable connections with industry leaders;
- 90% of past interns have secured employment with highly sought after companies and credit skills learned during internship as providing them a competitive advantage.

**Selection Process:**

- The selection process will include screening of resume to ensure applicants meet all minimum qualifications. The most qualified applicants will be invited for an interview and required to produce 3 references. Selection is ongoing until positions are filled, and is contingent on continued funding.
- Application deadline is **4:00 pm, Friday, September 16, 2016.**
- To move forward in the selection process, you must email your resume to [citd@sccd.edu](mailto:citd@sccd.edu)