**Position Description for Visual CV**

<https://tbe.taleo.net/NA1/ats/careers/requisition.jsp?org=EDELMAN&cws=6&rid=277>

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| **PR - Intern - DC** | |
| Location: | **WASHINGTON DC** |
| Job Req | **277** |
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| **Description** | |
| **Edelman is looking for interns in our Washington DC office!**    The intern must be able to work effectively with a variety of account service staff within a specific set of accounts. S/he must have good organizational skills and the ability to adapt to new conditions, assignments and deadlines. S/he must have solid knowledge of MS Office Suite and superior verbal and written communication skills. The Intern is generally someone who has recently graduated with a Bachelor’s degree and is looking for entry-level experience in Public Relations. S/he must demonstrate the ability to become a strong writer. Familiarity with the Public Relations discipline through past coursework or other internships is desirable.  The Intern is responsible for assisting with implementing and monitoring projects within a specific set of accounts under the direction of the supervisor. S/he works closely with and supports the needs of the account teams. Responsibilities include, but are not limited to:    · Basic understanding of principles of PR  · Basic understanding of clients’ business  · Participation in brainstorms when invited by the supervisor  · Read and identify media clips from clipping services and on-line resources  · Assist with monitoring client competition coverage  · Pitch the media under the direction of the supervisor  · Assist with preparation of press kits for distribution  · Update media lists  · Assist with compilation of media coverage reports  · Familiarity with AP style  · Draft pitch letters and/or email pitch memos to vendors with the approval of the supervisor  · Conduct and compile research  · Basic understanding of key client information, including general business strategy, industry issues, products and services, key customers and competitors in the marketplace  · Basic understanding of research and media list building tools (Factiva, Edge, etc.) | |