

## **PUBLIC RELATIONS/EVENT PLANNING INTERNSHIP**

### **Responsibilities**

- Draft press releases on a variety of clients and topics
- Conduct research of appropriate media contacts to create media lists
- Brainstorm, design, and implement a full-scale public relations campaign
- Design, develop, and activate client promotional activities
- Determine necessary event logistics and carry out client needs

### **Requirements**

- Junior or Senior majoring in Communications, Public Relations, or Related Field
- Proficient in Microsoft Office
- Energetic, outgoing, and flexible
- Excellent written and oral communication skills

Brotman•Winter•Fried Communications is composed of a group of highly-trained professionals whose main goal is not only to meet, but to exceed, our client's needs. An agency built on the highest level of personal and professional integrity; we offer what many other agencies cannot... years of experience and unparalleled connections, both here in Washington and throughout North America. Brotman•Winter•Fried delivers nothing short of excellence, through innovative ideas, relevant experience, and commitment to a job well done.

To be considered, please send a cover letter and resume to [lisa@bwfcom.com](mailto:lisa@bwfcom.com). For more information on the company, visit [www.bwfcom.com](http://www.bwfcom.com)