

**Job description:**

Hope-Beckham Inc. is seeking intern candidates interested in gaining hands-on experience in an agency setting. The nature of our business is fast-paced and demanding, but hard work comes with rewards. HBI internships are perfect for confident, committed college students and recent graduates that desire a unique, powerful experience in the public relations industry.

Our office's culture is one of approachability, so interns will have the opportunity to work one-on-one with many HBI team members. Winter interns are paid positions (\$8.00 an hour) and start February 26, 2018 and end Friday, May 25, 2018.

**Responsibilities include (but not limited to):**

- Draft media alerts, pitches and press releases
- Develop and maintain media lists
- Monitor media coverage for clients and write a daily news report
- Track and prepare media coverage reports
- Coordinate and provide on-site assistance for special events

**Required skills:**

- Excellent verbal and written communications skills
- Knowledge and use of social media platforms (Facebook, Instagram, Twitter, LinkedIn, etc.)
- Ability to work in a fast-paced environment and meet deadlines
- Highly organized and ability to multitask

**Qualifications:**

- Current college student or recent graduate majoring in public relations, marketing, journalism or other relevant field of study.
- Must be able to work 40 hours per week

Interested candidates should send cover letters and resumes to Wendy Hsiao, [whsiao@hopebeckham.com](mailto:whsiao@hopebeckham.com). Please do not call with any questions.

**About Hope-Beckham Inc.**

Hope-Beckham Inc. (HBI) is an independently owned public relations firm based in Atlanta, Georgia. Formed in 1994 by Paul Beckham and Bob Hope, the agency has positioned itself as one of the top independent public relations firms in the country. The firm has won many awards and honors, including top independent PR agency in nine categories; Professional Services, Environmental, Beauty & Fashion, Healthcare, Food & Beverage, Financial, Sports & Entertainment, and Technology.