



Tallahassee Southern Model United Nations (TSMUN) is looking for an intern to apply their academic knowledge to real-world writing, media relations and fundraising scenarios. The intern who fills this position should expect to engage all aspects of Public Relations field. Once the program is completed, Intern will be ready to enter any fast-paced public relations firms with excellent skills. It's essential that applicants to this position have excellent communication skills, demonstrate creativity, and understand the importance of work quality.

Responsibilities

- Attend TSMUN Board meetings
- Attend TSMUN Committee meetings and Olive Branch Network Events.
- Schedule and coordinate speaking engagements, appearances and photo shoots
- Write press releases and other material.
- Design Newsletters
- Compile contact lists and
- Search for press clippings
- Create and update Databases
- Greet guests and represent the organization

Requirements

Students applying for this internship must be majoring in Public Relations, Communications, Marketing or Journalism. Applicants should also have strong writing skills, as well as a solid understanding of social media. Only interns proficient with Microsoft Word, Excel and other Microsoft Office applications should apply.

Working Conditions

- Unpaid internship and requires 10-15 hours a week (depending on role design).
- Majority of the duties will be completed at home or wherever the intern has access to a computer with internet connection.
- No specific hours of availability required however; intern MUST meet all the deadlines.
- Small amounts of driving will be required to attend Board and Committee meetings along with Fundraising events and social gatherings.

Reporting and Oversight

The intern will report to TSMUN Board President, with frequent collaboration with the Board Vice President and Committee Chairs.

Schedule

Internship Start Date: September 1st