

Back to Natives RESTORATION



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P.O. Box 6539
Irvine, CA 92612
949.509.4787
'Saving Habitat One Person at a Time'



• JOB OPPORTUNITY • Public Relations Intern

Position: Public Relations Intern (Assists the Director of Communications)
(up to 20 hours/week with flexible work schedule) 150hour; 250hr and 500 hr internships are available.

Pay Rate: unpaid, Class Credit with School Approval. For class Credit a research project may be required separate from internship duties.

DUTIES MAY INCLUDE, BUT ARE NOT LIMITED TO:

- writing press releases, media alerts, bios
- updating and maintaining media lists, contacting media
- assembling a press kit
- assisting with email marketing
- assisting with social marketing (facebook, etc.)
- graphic design if qualified
- database management
- update website
- research
- providing support at special events
- Also expected to perform basic office duties

REQUIREMENTS: College-level coursework in public relations. Enthusiastic. Good writing skills. Comfortable talking on the phone.

Skill in: the use of a personal computer and current office software applications.

Ability to: communicate effectively both orally and in writing in English. Public speaking skills helpful.

SPECIAL REQUIREMENTS

Must possess and retain a valid California Class C Driver's License (Special consideration for public transportation must be received during initial application process). Must be willing and able to work evenings, weekends, and holidays as needed.

APPLICATION AND SELECTION INFORMATION

All applicants are required to complete and submit an application form. Resumes will not be accepted in lieu of an original application but can augment that application. **Applications may be obtained and submitted via email:** info@backtonatives.org, Attention: Reginald I. Durant. For additional information, please call (949) 509-4787, or visit our website: www.backtonatives.org **Recruitment is ongoing.**

Back to Natives Restoration will review applications. Applicants with the most pertinent experience, education and training may be invited for an interview.

Back to Natives Restoration is an equal opportunity employer.