



Public Relations Intern

Matrix Partners, Ltd. - West Loop (Greater Chicago Area)

Job Description

Rapidly growing, boutique marketing firm has immediate opening for a public relations intern. Excellent MS Office skills are a must, along with outstanding organizational abilities. West Loop location and great team to work with and learn from. Pet ownership a plus! Send resume to kboulos@Matrix1.com. NO PHONE CALLS.

Desired Skills & Experience

Must be extremely organized, proactive and thrive independently and also in a team setting.

Company Description

Headquartered in Chicago, Matrix Partners is an award-winning brand strategy, advertising and public relations firm specializing in pet product advertising, publicity and promotions. Since 1987, Matrix Partners has created successful marketing campaigns for hundreds of consumer products and pet product brands.

Additional Information

Type:

Part Time – Unpaid Internship

Experience:

Intern

Functions:

Public Relations Activities

Industries:

Public Relations and Advertising

PR Responsibilities May Include:

- Evaluating, proofreading and updating Public Relations Campaigns.
- Creating ideas and content for client press releases/campaigns.
- Building and updating media lists for specific campaigns and clients.
- Participating in creative and planning sessions.
- Assisting with any account duties such as: building PowerPoint

presentations, binding presentations, coordinating with media, media tracking, brainstorming for new projects or press releases, working on targeted email blast campaigns for clients and Matrix, etc.

- Helping to gather important information about the marketplace to help determine best opportunities for new clients.
- Proofreading final materials for correct spelling, grammar and sentence structure.
- Assisting in development of consumer PR programs to correspond with annual brand marketing plans.

Requirements

- Excellent project management abilities, capable of prioritizing and handling multiple projects simultaneously.
- Must be detail oriented.
- Strong verbal and written skills.
- Must be comfortable speaking on the phone and to clients and potential customers.