

MEDIA RELATIONS INTERNSHIP

POSITION:	Media Relations Intern	OPEN:	Summer, Fall 2018
LOCATION:	Washington, DC	CONTACT:	Gabriela Gomez
SALARY:	Unpaid; travel stipend provided		

BACKGROUND

UnidosUS – formerly NCLR – is the largest national Latino civil rights and advocacy organization in the United States, seeks a Media Relations Intern for its Communications and Marketing department. This position will assist the media relations team in its daily communications outreach, including preparing for and staffing press events, helping to research news stories and key issue areas, and assisting with all communications and marketing projects deemed necessary. The intern will also provide administrative support to the entire Communications and Marketing department.

Qualified candidates must be a college Junior or Senior enrolled in a journalism, communications, public relations or public affairs program. Candidates should demonstrate an interest in issues impacting the Latino community in the United States. A qualified candidate will have good organizational, administrative and research skills, self-initiative, and the ability to follow through on projects from beginning to end and work cooperatively with all UnidosUS staff. This position is an excellent opportunity for individuals interested in entering the field of communications. Bilingual ability (Spanish/English) is a plus.

RESPONSIBILITIES

- Provide support with the research and compilation of news clips for specific UnidosUS releases, issue areas, and press events.
- Assist with posts on Facebook and Twitter, under the supervision of the digital media staff.
- Strengthen the content on the UnidosUS blog by writing and conducting research on various issues.
- Research print, radio, online, and TV news outlets.
- Regularly update media contact database and issue-specific media lists.
- Provide general and logistical support in coordinating internal and external meetings and media events.
- Maintain a record of media requests, if needed.
- Assemble specialized media kits for UnidosUS press conferences and other public events.
- Perform routine administrative tasks such as photocopying, record-keeping, reserving meeting rooms, etc.
- Support staff with work plan implementation and performing other support duties deemed necessary and appropriate.

QUALIFICATIONS

- Strong writing skills.
- Strong sense of responsibility, self-motivation, and a positive attitude.
- Problem-solving skills.
- Ability to work both independently and with a team.
- Familiarity with Microsoft programs (e.g., Word, Outlook, and Excel).
- Some knowledge of social media platforms (i.e. Facebook, Twitter, Instagram).
- Excellent organizational skills and attention to detail and deadlines.
- Professional telephone manner and verbal communication skills.
- Ability to work effectively under time constraints.
- Working knowledge of office equipment.
- Ability to handle multiple tasks at once.
- Ability to accept and build on feedback.
- Professional attitude toward work and in contact with staff and visitors.
- Understanding of news media industry and journalistic principles.
- Interest in and commitment to Latino community and/or media and public relations.
- Bilingual (English/Spanish) preferred.

Please include “Media Relations Internship” in the subject line of your email.

EMAIL COVER LETTER AND RÉSUMÉ TO:

UnidosUS

Raul Yzaguirre

Building

Attn: Gabriela

Gomez

1126 16th Street, NW, Suite 600

Washington, DC 20036

Email:

ggomez@unidosus.org

No phone calls please!

EQUAL OPPORTUNITY EMPLOYER. All qualified applicants will receive consideration without regard to race, color, national origin, marital status, religion, gender, age, disability, sexual orientation, gender identity or expression, personal appearance, family responsibilities, political affiliation, or enrollment in a college, university, technical school, or adult education.

