

Spring 2020 Internship – Marketing and Development Office at the Piedmont Park Conservancy

Public Relations Intern:

The Piedmont Park Conservancy is now accepting applications for a public relations intern! The Conservancy's Marketing and Development team raises awareness about the public-private partnership between our nonprofit and the City of Atlanta. We inform the public about the necessity of this partnership as well as the need for them to get involved, whether that means becoming a member, volunteering, donating or engaging in one of our programs. The Public Relations Intern will aid our team tell the story of the Conservancy, and how we make an impact on Piedmont Park and the surrounding communities. This position reports to the Director of Marketing, Communications and Public Relations.

- Key Tasks:
 - Content writing to include blogs, emails, press releases, social media posts, letters and more
 - Content curation through photography, videography, and research. Content will relate to Conservancy efforts, announcements or Piedmont Park topics of interest, reviewed by Director.
 - Introductory coordination of media pitches, communications and research
 - Additional tasks will occasionally include:
 - Event preparation
 - In-person solicitation and raising awareness (booths, talking to people)
- Job Details:
 - Unpaid internship – 12 on-site hours a week, over a minimum of two days. There will be occasional needs for up to 5 additional hours for events or promotions. Hours are flexible to university/college schedule, and can be adjusted to meet program requirements.
 - Starting week of February 3 and ending week of April 30. Exact length may be determined by university/college requirements, if applicable.
- Requirements:
 - Four months of paid or unpaid relevant experience; can be through volunteer efforts
 - Must be a currently enrolled junior, senior, graduate student, or no more than one year past graduation
 - Must have a 3.0 GPA or higher
 - Must be able to pass an e-verification and background check
- Desired Qualifications:
 - Superb writing skills – prefers knowledge of AP style writing
 - Attention to detail
 - Creative mind and spirit
 - Comfort with talking and soliciting strangers
- To Apply:
 - Submit a 1) cover letter, 2) resume, and 3) two writing samples to Amy Han Risher, Director of Marketing, Communications and Public Relations via email: arisher@piedmontpark.org