



## LEWIS PUBLIC RELATIONS

*Managing the Communication of Change*

### **PUBLIC RELATIONS INTERNSHIP AVAILABLE – Summer 2010**

Lewis Public Relations, a Dallas-based strategic communications agency, is now accepting applications for its summer 2010 internship program.

The duration and scope of the opportunity is to be determined by the firm's assessment of the successful candidate's potential and capabilities. Academic requirements of the candidate's college or university will also be considered, if the internship is being used to fulfill a graduation requirement. Upon completion of the program, the candidate will be awarded a stipend.

Application deadline is 5 p.m. April 15, 2010. Applicants must be available for a minimum of 10 consecutive weeks to be considered. **No phone calls, please.**

#### **Responsibilities**

- Develop and maintain media lists
- Monitor and track media
- Develop and maintain clip reports
- Write pitch letters
- Pitch media
- Manage editorial calendar opportunities
- Assist in the development of news materials including news releases, fact sheets and backgrounders
- Write additional content and messages, including web content
- Attend and participate in client and team meetings
- Assist with research for new business opportunities and client presentations
- Participate in brainstorming
- Execute administrative project management responsibilities

#### **Minimum Qualifications**

- Current public relations student or recent graduate
- A degree or major in public relations, public affairs or corporate communications
- Excellent written and verbal communication skills
- Flexibility to work on a variety of projects
- Proficiency in Microsoft Office
- Basic understanding of public relations through course work or prior internship experience
- Available for a minimum of 10 consecutive weeks

#### **Application Process**

Applicants send cover letters and resumes to [recruiting@lewispublicrelations.com](mailto:recruiting@lewispublicrelations.com). Interviews will be held via the telephone and personal meetings in Dallas, Texas.

#### **About Lewis Public Relations**

Lewis Public Relations delivers public relations and other communications solutions directly to clients of the firm, as well as to organizations that work with a series of affiliated marketing communications firms. The Lewis team applies client-centric, strategic thinking to a broad range of client challenges and opportunities. Lewis Public Relations serves various businesses in industries such as association management, environmental technology, general technology, petroleum refining and marketing, residential real estate, risk management and insurance, telecommunications, transportation and logistics. For more information, visit [www.lewispublicrelations.com](http://www.lewispublicrelations.com).