



Title: Paid Internship Opportunity—Social Media

About Us

JHL Company is a full-service public affairs, communications, and event planning consultancy, offering a full suite of services to meet each of our client's unique needs. We have over 20 years of experience handling every aspect of our services from strategic planning to execution and goal tracking across four key disciplines: fundraising, event planning and management, stakeholder and target audience identification and public affairs consulting. JHL works closely with both for-profit and not-for-profit entities, trade organizations and government offices. JHL excels at maximizing relationships so that our clients reach their full potential and return on investment. We do it right!

JHL Internship Program

JHL interns play an important role in supporting client teams and on internal projects and events. Interns will have the opportunity to work on a variety of accounts learning the basics of public affairs, strategic communications and event planning. ***Specifically, this fall, this position will have an emphasis on social media.***

The intern will report directly to the Social Media Manager who manages all clients' social media accounts and spearheads the strategy as well as the day-to-day engagement. They will have the opportunity to work on a variety of accounts and learn how social media contributes to the success of public affairs and event planning. Specific tasks include creating social media strategies to align with the client's goals, manage day-to-day posting and engagement, ensuring social media channels and messaging are reaching the right audience, creating graphics and researching articles and news pertinent to all clients.

Knowledge of Microsoft Office applications and Outlook required. Knowledge of social media channels/advertising tools (Facebook, Twitter, Instagram, LinkedIn, YouTube, etc.) and design software (Photoshop, InDesign, Canva, etc.) preferred but not required.

Requirements

Upper-Level undergraduate students with the ability to work approximately 12-15 hours a week beginning August 2019 at the JHL office in Austin, Texas, located downtown. **Personal transportation required.*

Preferred Majors

Communications, Public Relations/Public Affairs, Marketing, Business, Humanities, Political Science, Liberal Arts

This program adheres to guidelines required for those seeking an internship for course credit.

This company's internship program also offers compensation of \$8 per hour for the length of the semester program.

How to Apply

Interested applicants please submit a cover letter, resume, and two work related references to Anna Vaughn via email at anna@jhlcompany.com. Title Email: JHL Social Media Internship