Hill and Knowlton - Summer PR Assistant Internship

Hill and Knowlton’s Irvine office has an immediate opening for a PR Assistant to join our exciting, face-paced team for a 3-month, paid internship. The person in this role will be an active member of our consumer marketing team and will support various programs for our clients on a regional and national basis. Daily tasks will include research, media monitoring, writing, developing accurate media pitch lists and pitching the media as well as working on new business programs.

Ideal candidates will have:

- A background in public relations
- Proficient with AP Style and have the ability to draft basic documents (e.g. press releases, pitch letters, etc.)
- Be detail oriented and have the ability to multi-task and prioritize work assignments
- Excellent communication skills (written and verbal)
- Bilingual not necessary but is a plus
- Posses maturity, keen judgment, enthusiasm and strong people skills
- Strong computer skills
- Knowledge of Cision, Vocus and other media driven programs a plus
- Be an independent worker but also a team player

We offer:

- Competitive pay
- A business casual environment
- A strong in-house training program and room for advancement

To apply for this job please send your resume and cover letter to HKIrvinIntern@hillandknowlton.com. No phone calls please.

About Hill and Knowlton
Hill & Knowlton (www.hillandknowlton.us) has been at the cutting edge of communications since it was founded in 1927. Today, the company continues to lead the way as a global strategic communications firm, with a successful track record of providing high quality public relations support to companies, agencies, government organizations and representatives across the globe. As a multi-disciplinary firm, Hill & Knowlton offers in-depth expertise in a variety of practice areas, including Corporate Communications, Public Affairs, Healthcare & Pharmaceuticals, Technology, Marketing (consumer and sports marketing) Communications, and Digital Communications. The agency is part of the WPP Group plc, the world’s most comprehensive communications services group. The firm is headquartered in New York and has 78 offices in 43 countries as well as an extensive associate network.