Internship Program

General Description:
Part-time work in a busy boutique medical communications agency. Interns at Sullivan & Associates provide support to the agency’s staff on client programs and agency activities, handling a wide variety of public relations work. Interns have the opportunity to learn about agency operations, media relations, PR strategy and planning, developing project specifications, budgeting, time-tracking, internal meetings, working with vendors, and other essential activities.

Skills Required:
• Previous internship experience
• Basic knowledge of public relations
• Superb organization & attention to detail; ability to multitask
• Excellent verbal & written communications skills, with knowledge of AP style
• Ability to meet deadlines under pressure
• Ability to communicate with outside vendors, consultants, freelancers, etc.
• Computer skills: Microsoft Word, PowerPoint & Excel
• Basic knowledge of graphics & printing
• Understanding of social media

Opportunities Offered:
• Exposure to a wide variety of PR activities involving many essential skills
• Writing & communication skill development
• Understanding of agency operations & practices
• Working directly with agency president & senior staff
• Support with resume building, interview skill development & career planning

Salary: To be determined

Schedule: Approximately 20 hours per week