The McCain Institute for International Leadership seeks:

Communications & Events Intern

Based in Washington, DC, the McCain Institute for International Leadership at Arizona State University offers outstanding internship opportunities for college students, graduate students and recent graduates. Students interested in advancing character-driven leadership, playing a role in finding solutions to the world’s most pressing humanitarian issues, and working to effect change in both domestic and foreign policy are encouraged to apply.

Under the guidance of the Director of Communications and the Events Director, the Communications and Events interns will play a critical role in the Institute’s communications and social media strategy. This is an ideal opportunities for someone interested in pursuing a career in public relations, communications and event planning.

Position Responsibilities:

• Outreach and Communications to local, national, and international organizations with the intent to help grow the McCain Institute’s email database;
• Drafting and editing press releases, newsletters and/or pitch letters;
• Managing and updating media lists;
• Assisting with e-publications and website management under leadership of Communications Team;
• Assisting with preparation of press kits for distribution;
• Monitoring media coverage;
• Assisting with developing new media, photo, & video content for social media, slide shows, emails (using mail chimp) and web archives (incl. YouTube, Twitter, Facebook, Instagram, Google+, website, blogging etc.);
• Experience with photography and photo editing, using the Adobe Creative Suite; and
• Supporting event planning and execution.

Requirements:

• Responsible, mature, professional, flexible;
• Proficient in Excel, Social Media, Microsoft Word, Adobe Creative Suite, Graphic Design (self-taught acceptable – no formal training necessary);
• Previous media, journalism, or public relations experience/internships would be a plus;
• Ability to work independently and exercise excellent judgment; be a self starter;
• Familiarity with AP writing style
• Must be highly organized, able to balance multiple priorities, meet deadlines and work well in team-oriented environment;
• Excellent editing and writing skills with strong attention to detail;
• Communications, Public Relations, Journalism, Hospitality, English majors preferred.