



Title: Public Relations Intern - Spring 2017
Employer: World Affairs Council of Charlotte (WACC)
Location: Charlotte, North Carolina

The World Affairs Council of Charlotte (WACC) was founded in 1983 as an outreach program of UNC Charlotte and its Office of International Programs. As a non-profit, non-partisan organization, it is supported by private funding from individual and corporate member dues and contributions. As a regional center for education and discussion of world affairs, the Council seeks to provide leadership for global thinking, believing that a broad perspective is necessary for effective competition in the global economy and for responsible citizenship in an increasingly interdependent political world. For more information, please go to www.worldaffairscharlotte.org.

The WACC internship program hopes to offer students an enjoyable and unique learning experience supporting international education programming in the greater Charlotte area. Our goal is that you gain practical skills and lifelong experiences that will be helpful to you in the future.

- Students can obtain internship credit based on their academic program requirements
- Flexible schedule (15-20+ hours a week)
- All internships are unpaid. The WACC does not provide any other benefits to its interns (i.e. sick time, vacation time, health insurance, etc.)

We want the vast majority of your time spent on achieving goals agreed upon prior to the beginning of your internship though you will be periodically given assignments outside the scope of the job description.

Title: Public Relations Intern

Responsibilities:

- Assisting in gathering daily headlines and news articles pertinent for WACC website and blog, publications and social media outlets: Twitter, Facebook and Linked-In
- Maintaining PR files and records (i.e. clippings)
- Drafting media advisories and press releases
- Drafting content for WACC blog and e-newsletter
- Design and draft content specific to marketing material and event announcements
- Other administrative duties as assigned/requested
- Update copy for website and general WACC fact sheets

You should have the relevant qualifications/requirements:

- Experience with word processing, email, web browsing, and spreadsheet applications required
- Familiarity with Facebook, Twitter, Linked-In, blogging and webpage design (a plus)
- Possess good oral and communication skills
- Attention to detail and able to meet deadlines set
- Capability to research information via the internet
- Should be able to work independently and with others
- Commitment to work through semester is required to ensure continuity in assigned projects

Time and Place:

World Affairs Council of Charlotte
UNC Charlotte - CHHS 227
9201 University City Blvd.
Charlotte, NC 28223

At least 15+ hours per week is required for the internship program. Hours and days are flexible and will be worked out according to the student's academic schedule.

Commitment: Spring 2017 – January through beginning of May

*There is some flexibility on the start and end dates

Website

www.worldaffairscharlotte.org

How to Apply

Please send a cover letter, resume and two writing samples (no more than five pages) via e-mail to Kristina Drye, Program and Membership Manager (info@worldaffairscharlotte.org)

Please call 704-687-7762 or e-mail info@worldaffairscharlotte.org if you have additional questions about this internship