



Position Title:

Public Relations Summer Intern – Fort Worth

Position Summary:

OCG PR, a public relations agency based in the Dallas/Fort Worth area, is seeking a highly motivated individual to assist the company in its public relations practice. [O'Dwyer's](#), a leading authority on the PR industry, recently ranked us as the sixth top public relations firm in Texas. Our culture and investment in our employees has kept us at the top of our game, and led us to be named the 2012 Vision Fort Worth 20/20 Award winner for best places to work. If you are an out-of-the box strategic thinker, energetic idea generator and imaginative master of the written word, then we need you to help us grow our team even more.

Our team values collaborative partnerships with our clients to help them connect with the diverse communities and customers they serve. This internship is ideal for a highly motivated college student looking to gain practical experience in the field of study related to public relations, communications, marketing, or journalism.

Duties:

OCG is looking for an intern to work with staff on a variety of client projects beginning May 15, 2017. The candidate must be able to work at least 20 hours per week, and handle the following tasks:

- Draft basic public relations materials including news releases, media alerts, fact sheets, client meeting summaries, status reports, and other materials as directed.
- Carry out special and media event planning activities and arrangements as outlined by staff.
- Provide digital and social media support.
- Attend and participate in client and staff meetings as directed.
- Develop and update media lists and other databases.
- Perform basic news monitoring and assist in preparing coverage reports.
- Assist in research for presentations and new business pursuits.
- Participate in brainstorming and strategy sessions.
- Perform administrative duties and functions as assigned.
- Succeed in a fast-paced small office environment.

Qualifications:

The candidate should be currently enrolled in or pursuing a degree in public relations, marketing or journalism. Excellent writing and verbal communications skills are a must. The candidate should be a self-starter willing to learn and work on several projects at once. Results-oriented with willingness to take responsibility and initiative. Must have the ability to show good judgment and to effectively respond and problem solve.

To Apply:

Please submit a cover letter, resume and writing samples to Evelyn Torres at careers@ocgpr.com. For more information about OCG PR, please visit www.ocgpr.com. No phone calls please.