

Basic information

Job Title: Public Relations Intern

Position Location: Oklahoma City Time

Commitment: Up to 30 hours per week.

Compensation: Paid; \$13/hour

College Credit available: Yes

Address: 2800 N. Lincoln Blvd., Suite 202, Oklahoma City, OK 73105

Application Closes: Nov. 8, 2024

To Apply: Email resume and cover letter to Shaun Lawrence, TSET administrative administrator, at shaun.lawrence@tset.ok.gov.

Purpose: To teach interns about strategic communications in the government sector and to help acclimate them to demands within the profession. The intern will receive real-world experience within TSET Strategic Communications as they work on projects such as writing assignments, media campaigns, project planning, research and fact gathering, graphics creation and other activities.

About the Employer: The Tobacco Settlement Endowment Trust, or TSET, is a state agency that is committed to improving the health of all Oklahomans by reducing the rates of tobacco use and obesity, the state's leading causes of preventable death. TSET was created by a majority vote of the people in 2000. TSET makes a substantial impact in the lives of Oklahomans through research, community grants and statewide initiatives, including the Oklahoma Tobacco Helpline (1-800-QUIT-NOW), Tobacco Stops With Me, Shape Your Future and the TSET Healthy Youth Initiative campaigns.

Responsibilities may include the following:

- Write press releases about TSET-related events and programs
- Contributing to marketing projects that increase organization awareness
- Cultivate data for projects and presentations
- Assist with social media post creation and strategies
- Assist in writing and editing periodic communications to grantees and partners
- Help with coordination and implementation of special projects
- Provide content for TSET's agency and brand websites
- Produce copy and/or graphics for collateral materials, such as brochures, flyers and programs

Requirements:

- Major in public relations, journalism, advertising, marketing or communications
- Strong writing and editing skills, and a good understanding of design principles
- Organized and detail-oriented with the ability to complete multiple assignments on deadline
- Self-motivated and able to work in a fast-paced environment
- Proficiency in Microsoft Office Suite
- Knowledge of audio-visual equipment and software a plus
- Friendly, outgoing, helpful personality
- Ability to offer ideas, work collaboratively on a team and accept constructive feedback

Position details

Job title

Public Relations Internship – TSET

Position type

Internship

Work-Study program

No

Location requirements

Location type

In office and remote

Onsite location

Oklahoma City, Oklahoma, United States

Remote work requirements

Remote employees must be based within driving distance of Oklahoma City

Time requirements

Schedule

Part time

Employment duration

Temporary or seasonal

Estimated start date

Jan. 6, 2025

Estimated end date

May 9, 2024

Compensation and benefits

Expected pay

\$13 per hour