

DUTIES & RESPONSIBILITIES

Interns will work alongside leadership and account executives aiding in day-to-day activities. Responsibilities may include but are not limited to:

- Providing general office support
- Conducting research
- Updating essential spreadsheets
- Understanding our firm's clients and relationship building
- Assisting with project preparation
- Developing social media content
- Attending client meetings (transportation to and from meetings will be reimbursed)
- Participating in grassroots community outreach

QUALIFICATIONS

Commonwealth Consultants is seeking a candidate who is currently pursuing an undergraduate degree with public relations experience through coursework, internships or volunteering. Our ideal candidate is an energetic student who thrives when facing new challenges and interacting with the community.

We are seeking a young professional capable of taking the initiative to work independently or with a team of highly capable individuals. This individual will possess a strong understanding of Microsoft Office Suite and comprehensive verbal and written communication skills. If you fit this description, we encourage you to apply for our Public Relations Internship today!

ADDITIONAL INFORMATION

- Interns are paid \$11/hour and required to work a flexible work week for a 10–12-week duration
- This position is **NOT** remote. Interns must have reliable transportation to and from the Commonwealth Consultants office in Tysons, Virginia
- Commonwealth Consultants is committed to adhering to CDC guidelines regarding health and safety protocols. Interns must be fully vaccinated and boosted against COVID-19. Masks are currently optional.

ABOUT COMMONWEALTH CONSULTANTS

Commonwealth Consultants has been named a **Top 25 PR firm** by the *Washington Business Journal* for 18 consecutive years, specializing in development, community relations and our work with charities and nonprofit organizations. We have been the Go-To firm for over 20 Fortune 500 companies as well as over 100 other leading companies, nonprofits and governmental bodies in Northern Virginia. The award-winning Commonwealth Consultants Foundation supports worthy charities, individuals in need and cutting-edge community organizations. For more information, please visit our website at www.cwconsult.com.