

## SAMPLE JOB DESCRIPTION

***[Insert Company Name]***

### Intern / Volunteer Job Description

#### Job Title

***[Insert a title for the position]*** **Example:** Public Relations Intern

#### Description

***[Insert a description of the position]*** **Example:** Company, a small public relations firm handling busy clients, is looking for an intern interested in learning all aspects of the public relations field. The intern who fills this position should expect to learn the field from top to bottom, and will complete graduate from this program ready to enter any fast-paced public relations firm with excellent skills. It's essential that applicants to this position have excellent communication skills, demonstrate creativity, and understand the importance of attending to even the smallest details.

#### Responsibilities

***[Insert a list of the responsibilities the student will be expected to complete]***

#### Example:

- Monitor all forms of media
- Schedule and coordinate speaking engagements, appearances, photo shoots, and other special events
- Write press releases and other materials
- Screen phone calls
- Compile contact lists
- Search for press clippings
- Create or update databases
- Greet guests and clients

#### Requirements

***[Insert a requirements of the position]*** **Example:** Students applying for this internship must have strong communication skills and should be majoring in Public Relations, Communications, Marketing or Journalism. Applicants should also have strong writing skills, as well as a solid understanding of social media. Only interns proficient with Microsoft Excel and other Microsoft Office applications should apply.

#### Majors

***[Insert a list of preferred majors]*** **Example:** Public Relations, Marketing, Communications, Journalism.

## Dates

*[Insert the start and end dates of the position]* **Example:** April 12, 2017 – June 20, 2017

## Salary

*[Insert the hourly or salary amount or list that it is unpaid]* **Example:** \$9.00 an hour

## Additional Requirements

*[Insert additional requirements or expectations]* **Example:** Must have a valid driver's license.  
Bilingual preferred.

## Application Process

*[Insert the steps the student needs to take to apply]* **Example:** Send a resume and cover letter to  
[Joe.Brown@companyex.com](mailto:Joe.Brown@companyex.com).

## Contact Information

*[Insert your contact information and website link]* **Example:**

Joe Brown, Volunteer Coordinator

[Joe.Brown@companyex.com](mailto:Joe.Brown@companyex.com)

972-555-0000

55 Fake Ave. Dallas, Texas 75241

[www.companyex.com](http://www.companyex.com)