



ECHOS Boulder is on the lookout for qualified intern candidates who bring a positive, can-do attitude, are hungry to learn and experiment, and demonstrate interest in supporting the agency's continued growth.

#### Internship Role Overview:

- Support PR team with media research, list building, media coverage report research and development, copywriting and editing, scheduling, etc,
- Develop press releases, press kit materials, blog posts, fact sheets, etc.
- Assist in coordinating and implementing events, interviews and meetings
- Support all media relations initiatives including developing creative story angles
- Make pitches and informational media calls
- Maintain files and reports
- Track media coverage and develop monthly client reports
- Format and post blogs using Wordpress
- Maintain and produce support materials such as photos, press kits and b-roll

#### Desired Qualifications:

- Experience in an office environment, preferably in a PR/media relations-specific role
- Understanding of public relations, and the roles and responsibilities of a PR professional
- Flexibility to work in a fast-growing, dynamic environment
- Professionally driven to build relationships on clients' behalf
- Ability to think creatively and strategically about individual pitches and campaigns
- Sound judgment and proven problem solving capabilities
- Positive, confident, and personable
- Excellent organization and planning ability
- Sharp eye for detail in all internal and external communications
- Excellent time management; ability to prioritize with flexibility
- Advanced Microsoft Office skills, particularly in Word, Excel, PowerPoint.
- Adobe Acrobat and Photoshop, InDesign and other design suites preferred
- Experience with Wordpress
- Knowledge and interest in tech industry trends and events, in outdoor lifestyle (cycling, snowsports) and/or consumer products

Internships may be for academic credit; paid internships considered based on qualifications.

Send resume and cover letter to [matt@echoscomm.com](mailto:matt@echoscomm.com), tell us why you'd rock as a member of our team and how our clients can benefit from your skills. And if you have links to work you've done, send those along, too.