

PR Assistant (Internship)

Hill & Knowlton's Santa Monica office is currently searching for PR assistant candidates who will be a valuable part of our healthcare client service team. We are looking for someone with interest in healthcare public relations to service a diverse roster of healthcare clients and products. Whether you're developing an innovative communications program to support a new product launch or putting together a strategic response to address an impending crisis, you will be exposed to the key drivers and fundamental values that make Hill & Knowlton a leader in the communications industry

Primary Responsibilities:

- Support client account teams
- Conduct media relations
- Build strategic media lists for effective and successful media outreach
- Edit press materials to be used in media relations
- Contribute actively in office-wide brainstorming
- Conduct insightful research to inform client plans
- Monitor and compile news coverage

Ideal candidates will have:

- A background in public relations – school or prior internships
- Proficient with AP Style and have the ability to draft basic documents (e.g. press releases, pitch letters, etc.)
- Be detail oriented and have the ability to multi-task and prioritize work assignments
- Excellent communication skills (written and verbal)
- Possess maturity, keen judgment, enthusiasm and strong people skills
- Strong computer skills (knowledge of Cision and other media driven programs a plus)
- Be an independent worker but also a team player

PR Assistants will work for a minimum of three months with a full-time (40 hours a week) schedule with an hourly salary of \$15/hour. Position starts immediately.

To apply for this job please send your resume and cover letter to jula.doebner@hillandknowlton.com.

About Hill and Knowlton

Hill & Knowlton (www.hillandknowlton.us) has been at the cutting edge of communications since it was founded in 1927. Today, the company continues to lead the way as a global strategic communications firm, with a successful track record of providing high quality public relations support to companies, agencies, government organizations and representatives across the globe. As a multi-disciplinary firm, Hill & Knowlton offers in-depth expertise in a variety of practice areas, including Corporate Communications, Public Affairs, Healthcare & Pharmaceuticals, Technology, Marketing (consumer and sports marketing) Communications, and Digital Communications. The agency is part of the WPP Group plc, the world's most comprehensive communications services group. The firm is headquartered in New York and has 78 offices in 43 countries as well as an extensive associate network.