

Buzz Media

Opportunity: Communications Internship -- position is located in Downtown Schenectady, New York.

About Us

Buzz Media, a full-service communications firm located in the heart of downtown Schenectady, NY, provides businesses and organizations with a wide variety of strategic communications solutions. From the arts and nonprofits, to education, entertainment & fitness, on to technology and start-up companies, Buzz Media Solutions works to ensure clients achieve their goals.

Communications Internship Opportunity

If you are a self-starter and are interested in building your knowledge of marketing and communications, this could be the position for you! This **Communications Internship** opportunity will call upon your positive and results-oriented attitude and will provide you with a solid foundation to build your career as a communications professional.

In this position you will take direction from senior management and be expected to attend and participate in meetings. You will also learn how to implement a variety of marketing and communications activities to execute successful communications and community engagement campaigns and initiatives.

The ideal candidate will have a flair for writing and will be an avid social media user. Being analytical, creative, curious and detail-oriented is a must.

You Will Learn To:

- Use social media and other online tools.
- Do research and gather information.
- Attend team meetings and take notes/prepare agendas.
- Draft attention-getting press releases, media advisories and other forms of content.
- Become an effective liaison between teams and management.
- Develop compelling news stories.
- Pitch stories to targeted media outlets.
- Coordinate special events.
- Participate in business development related activities.
- Use email marketing software such as Constant Contact and MailChimp.

Skills & Qualifications

- Possess an above average aptitude for writing. We will ask for a few examples.
- Be an effective communicator.
- Ability to work well in groups and independently.
- Must be a self-starter and take initiative.
- Must be able to organize and manage multiple tasks.
- Be able to "roll" with changing priorities.
- Be well-versed with social media websites.
- Experience with Word, Excel, PowerPoint, etc.

To be considered for this internship please send your resume to: Caroline@BuzzMediaSolutions.com.