



Boston Neighborhood Network
8 Park Plaza, Suite 2240
Boston, MA 02116
Phone (617) 720-2113
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BNN-TV INTERNSHIP DESCRIPTION

All BNN Internships are unpaid

Job Title: Public and Media Relations Internship

Dept: Marketing

Supervised by: Communications and
Marketing Coordinator

Hours per week: P/T 10 – 20 hrs/wk

Job grade level: Intern

Duties:

- Assist in maintaining media database
- Assist in writing press releases and following up on same to promote placement
- Assist in the design and creation of promotional materials

Experience:

Interns will gain experience in developing and sustaining productive relationships with the media. They will learn how to write an effective press release and guide it to placement. They will learn the components of designing and then implementing (portions) of a PR campaign.

Qualifications:

- College experience
- Sound knowledge of Microsoft Office Suite, particularly Word, Quark, In Design, and or PowerPoint
- Public Relations experience a plus
- Strong communication and relationship building skills
- Good writing skills

Hours:

10 to 20 hours/week.

Location:

BNN at City Place, 8 Park Plaza, Suite 2240, Boston

Supervisor:

Jeannine Booton, Communications and Marketing Coordinator

For more information and to apply, contact Jeannine Booton at BNN, 8 Park Plaza, Suite 2240, Boston, MA 02116, (617) 720-2113 x30 or fax to (617) 720-3781 or email jbooton@bnntv.org