

Internship Opportunities with MoxCar Marketing + Communications

MoxCar seeks college juniors, seniors, graduate students or graduates in public relations, journalism, communications or marketing for internship opportunities. Summer internship positions are available, and downtown parking is provided. Summer interns must be able to work Monday, Wednesday and Friday for a total of 24 hours per week. General office hours are 8:30 a.m.-5:30 p.m., Monday through Friday. This internship may include some evenings and weekends.

Interns support partner and account executives by:

- Drafting, distributing and following up on news releases
- Assisting with story pitches
- Maintaining media and government databases
- Writing blog entries
- Planning and executing client events
- Performing research
- Handling other related responsibilities
- Providing general office support

Interns must have excellent written and verbal communication skills; be able to manage multiple projects and deadlines; and have strong client service orientation. Reliable transportation and auto insurance are required. Interns earn \$12 per hour pay plus mileage.

***MoxCar offers a fast-paced, professional and fun environment
and serves East Tennessee's top companies and non-profit organizations.
For more information about MoxCar, visit www.moxcar.com.***

MoxCar Marketing + Communications

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