

**2023 INTERNSHIPS**

**COMMUNICATIONS & PUBLIC RELATIONS**

Seeking communications major who is interested in a career in public relations for paid internships every semester.  Individual will gain valuable, real-world experience in a fast-paced department and will assist with, but not limited to, the following tasks: press release writing, media relations, press trip planning, convention marketing, daily news clip management, social media/website updates and some research/administrative work.

**INFORMATION TECHNOLOGY**

Individual will assist professional staff with providing computer hardware, software and technical support to various divisions. Under the direction of a network technician and vice president, the intern will be responsible for the following scope of work: Supporting PC hardware components, desktop operating system software, and application software (Office 365); Monitoring help desk support requests; Providing end user support in various levels of technical and non-technical staff; In addition, intern may assist in web page development, web content management, and special IS projects.

**MARKETING**

Primary focus is to assist with efforts involved in marketing, advertising and social media, and web-based programming for [www.NewOrleans.com](http://www.NewOrleans.com), our consumer e-newsletter, and other e-marketing efforts. Assist marketing team by researching, updating and maintaining marketing resources, including our business and event listings, and image library. The individual should have excellent organizational and writing skills. Social media experience a plus. Special event assistance as needed.

Hours are flexible Monday through Friday. Hourly Rate of Pay $15.00.

**Interested individuals can email resumes to:**

E-mail: [hr@neworleans.com](mailto:hr@neworleans.com)

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