

**Casper Summer Internship program runs June 6 - August 12, 2022.**

**When you're not catching zzz's, this is what you'll do:**

- Support PR team with day-to-day press inquiries and media product requests
- Coordinate media sample requests and oversee product tracking
- Join internal and external calls with the team, preparing agendas and taking notes
- Assist in the execution of press, consumer, and experiential events
- Research appropriate media and/or external brand contacts on behalf of the team
- Assist in creating recaps and reports on behalf of the team
- Leverage resources to measure and track communications results
- Identify and manage emerging PR opportunities, including areas such unique pitch angles, brand partnerships, relevant cultural moments, and influencer/celebrity engagement
- Actively participate in team brainstorming sessions
- Assist in managing a comprehensive PR library and database of resources (press page, fact sheets, etc.)
- Support with invoice/expense management

**Our dream candidate is...**

- Working toward an undergraduate degree in Public Relations, Communications, or Marketing (Junior/Senior Undergraduate level preferred)
- Previous internship experience in Public Relations is a plus
- Excellent writing skills, ability to write and edit communications materials
- Extremely organized and detail oriented! Can manage multiple things at once and are structured about your work
- Excellent communication and interpersonal skills
- Experience in a "build", high growth/high change environment; fast paced; shifting priorities; hands-on keyboard
- Professional, warm, thoughtful, engaging
- Strong organizational and project management skills
- Demonstrated skill at tailoring content for unique audiences
- A collaborative nature, aptitude for bringing people together, a strong work ethic
- High energy, positive and optimistic; by nature, a "why don't we...." person
- Keen attention to detail and analytical skills
- Great listener
- Basic knowledge of computers, Google Drive applications, writing software, emails
- Proactive approach to work, you like to solve problems and don't wait for someone to give you the answer

If you dream about this stuff this job is probably right for you. We look forward to learning more about you!