

# Landis Communications Inc.

## Job Description for Paid Internship

*Updated May 26, 2022*

Want to work for a communications firm committed to the community? Interested in working with fascinating clients? Do you have a desire to launch your career while gaining expertise in public relations, social media, marketing and digital strategies along the way? [Landis Communications Inc. \(LCI\)](#), a mid-sized, San Francisco-based consumer, mobility tech and healthcare PR agency, is growing! Our award-winning firm is looking for an energetic, creative, self-starting and organized intern to join our team this summer.

In this role, the qualified candidate is a “can-do” and “results-driven” team player who is excited to join a dynamic, growing and fun firm. We’ll ask for your help with day-to-day account activities, including:

- Taking notes during client calls/meetings and learning how the agency manages deliverables and deadlines; sharing approved recap with client team
- Using Cision, Meltwater, TV Eyes and Podchaser to research media opportunities and create regular coverage reports for clients
- Researching, creating and managing media lists for targeted outreach
- Helping ensure the Landis PR website is updated on a weekly basis
- Creating content, scheduling posts and helping run Landis PR’s social media accounts
- Contributing to agency brainstorms
- Performing background and industry research
- Writing draft press releases, press kit materials and blog posts
- Producing new business materials, such as proposals, PowerPoint presentations and more

This is an ideal opportunity for an energetic person with a strong eye for a great story and an even stronger passion for developing relationships with media and bloggers. Candidates should have a working knowledge of Microsoft Office.

**Compensation:** \$17/hour for 15-20 hours per week.

**Location:** Remote; applicant must be located in San Francisco Bay Area.

**Application process:** Interested? We’d love to know why. Send us a copy of your resume and a brief cover letter stating why you think you’d be a great fit for the role to: [jobs@landispr.com](mailto:jobs@landispr.com). Please include your schedule availability beginning June 13, 2022.

**About Landis Communications Inc.:** Named America’s #1 Small PR Agency (Ragan’s Ace Award), Landis Communications Inc. (LCI - [www.landispr.com](http://www.landispr.com)) is celebrating 30+ years in business. PRSA San Francisco also named the firm the region’s #1 PR agency. Clients include well-known brands such as: Graton Resort & Casino, Lucile Packard Children’s Hospital Stanford, Save the Redwoods League, Peninsula Open Space Trust, Centre for Neuro Skills, AEye, Altais, Sonoma Land Trust, Amgen and more.