



## Communications Assistant

The Communications Assistant assists with key IPR projects, programs, and events to help promote IPR's mission. The candidate is expected to deliver professional work and be reliable, organized, professional, and detail-oriented. A positive and professional attitude with an ability to be flexible and adapt in a fast-paced, nonprofit environment is a must and strong interpersonal and writing skills. As part of a collaborative team, this position will have an opportunity to contribute ideas and make a difference in the industry. This position will report to the Senior Director of Communications.

- Write and post blogs providing industry insights, write news releases, assist with survey building, and compose
- Assist with development activities, as needed
- Provide design support and visual content for owned and social media
- Provide social media support
- Manages IPR Street Team
- Develop media lists
- Work on special projects, such as the subscription series
- Help coordinate and assist with events, working closely with the CMM
- Assists with general offices duties, including providing clerical support

**Job Qualifications:** This is a paid position for a current undergraduate or graduate student. The candidate is expected to deliver professional work and be reliable, organized, professional, and detail-oriented. A positive and professional attitude with an ability to be flexible and adapt in a fast-paced, nonprofit environment is a must and strong interpersonal skills. As part of a collaborative team, you will have an opportunity to contribute your ideas and make a difference in the industry. The candidate is expected to work 10-20 hours per week.

**Application:** Please email a resume, cover letter, and a writing sample to Communications Associate Brittany Higginbotham at [brittany@instituteforpr.org](mailto:brittany@instituteforpr.org).

**Deadline to apply for the position is April 27.**

### About the Institute for Public Relations:

Founded in 1956, the Institute for Public Relations is an independent, nonprofit research foundation dedicated to fostering greater use of research and research-based knowledge in corporate communication and the public relations practice. IPR is dedicated to *the science beneath the art of public relations*.™ IPR provides timely insights and applied intelligence that professionals can put to immediate use. All research, including a weekly research letter, is available for free at [www.instituteforpr.org](http://www.instituteforpr.org)