

RIPPAC Internship Guide – Summer 2024

Please complete and EMAIL to: **RIPPAC@rowan.edu**

Name of Company / Association / Organization Thomas/Boyd Communications (TBC)

Internship Coordinator Lindsey Dowling Coordinator's Phone / Email lindsey@thomasboyd.com // 856-840-4085

Location of Main Office 117 North Church Street, Moorestown, NJ 08057 # of Summer 2024 Interns Accepted 2

Where will the internship be done?

In the main office Remotely (student works from home) Combo At-home & In-Office

Dates / Length of Summer 2024 Internship April/May 2024 until Aug./Sept. 2024

Required Hours/Week 10 hours/week, minimum 2 days in office

Is there some type of salary or stipend? Stipend If so, how much? NJ State minimum wage – \$15.13/hour

What is the application process? *(Please include deadlines & other requirements. Feel free to attach additional pages)*

To apply, send a cover letter and resume to employment@thomasboyd.com. The most qualified applicants will be contacted to schedule a formal interview. You may include any relevant writing samples or samples of your work (graphic, writing, etc.) with your cover letter and resume, but it is not required.

Intern work areas: Clerical Research Errands Organizing

Please explain the work that will be required of the intern: As an intern at TBC, you will have the opportunity to work one-on-one with members of our staff and gain practical PR and communications experience to help prepare you for a career in the industry. Responsibilities include: 1.) compiling specialized media lists/reports (media database training will be provided); 2.) assisting with writing news releases, calendar listings, media alerts and more; 3.) conducting internet research for clients; 3.) participating in strategic brainstorming sessions and internal meetings for clients; 4.) assisting with social media platforms and content (copy and graphic design). Applicants are expected to be proficient in Microsoft Word, Excel and PowerPoint, E-mail applications and social media platforms.

Will there be opportunities for the intern to observe:

Internal strategy sessions? Yes No Legislative sessions? Yes No Committee hearings? Yes No

Is the intern expected to work evenings and weekends? If so, please explain. No, our interns are not expected to work evenings and/or weekends.

Do you have any suggestions for the applicants? *(Please use additional pages if necessary)*

Interns at TBC must be college students (junior or senior) majoring in Communications, Public Relations, Journalism or a related field (i.e. Public Affairs, Government Affairs, Marketing, Business, etc.). Applicants MUST be able to travel to our office in Moorestown, NJ – we offer no hybrid or remote internships.