

## JOB POSTING

**Company:** WaterPR, LLC

**Job Title:** Internship at Communications Consulting Firm

**Job Location:** Austin, Texas, United States

**Salary:** Unpaid

**Job Description:** Intern needed for small public relations/communications consulting firm specializing in environmental issues. Downtown location. Duties include assisting with event planning, coordinating mass mail-outs, data entry, research, grading tests, answering phones, and filing. Flexible schedule. Unpaid internship this summer could lead to paid part-time job next fall, depending on person's skill.

**Job Requirements:** Ideal candidate will have superior grammar skills. Must be familiar with Word, Excel, Adobe Creative Suite, and PowerPoint. Intern will have contact with clients and members of associations we manage. Must have professional attitude and appearance.

**Application Instructions:** Please send resumes via email.

**Desired Job Type:** Internship

**Degree Status:** Current Student

**Candidate Experience Level:** Pre-Entry Level (internship, co-op, etc)

**Contact Information:** Robyn Hadley  
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