

**POSITION:** Public Relations Intern

**HOURS:** 10-15 hours per week; 9 AM to 5 PM  
Extended hours for special events  
Must be available Feb. 28 -March 4, 2011 and  
March 6-13, 2011.

**REPORTS TO:** PR and Marketing Manager

**TRAVEL STIPEND AVAILABLE**

**Public Relations Intern:**

The Public Relations Intern is responsible for assisting the coordination of Public Relations functions surrounding the 2011 Philadelphia International Flower Show, "Springtime in Paris," as directed by the PR Manager. The successful applicant will work with the PR and Marketing Manager to coordinate a city-wide window decorating contest and its publicity; Expand coverage of Flower Show award winners and marketplace vendors; Develop niche media lists and update database; Coordinate volunteers for the media tent; Write and proofread web and blog copy; Assist with social media efforts; Assist with post-show special wrap-up projects; and Assist PR and Marketing teams as needed

Excellent written and verbal communication skills and proficiency with PC including use of MS Word, Excel Outlook, as well as Digital Photography, Wordpress, Flip Cam, video editing, Facebook and Twitter. Must be a marketing or public relations student. Must have general knowledge of the Philadelphia area and have own transportation to PHS and the Pennsylvania Convention Center

To apply, mail or fax cover letter and resume to:

The Pennsylvania Horticultural Society  
c/o Human Resources  
100 North 20<sup>th</sup> Street  
Philadelphia, PA 19103  
FAX: (215) 988-8810  
Email: [hrphs@pennhort.org](mailto:hrphs@pennhort.org)

Please no telephone or walk-in inquires