



75 Main Street, Ste. 14, Manasquan, NJ 08736

---

## **Internship Opportunity**

### **Organizational Background:**

Stateside Affairs is an award-winning, woman and minority-owned government affairs and public relations company based in New Jersey. Founded in 2015, the company's reputation for success has garnered both state and regional recognition for its work in public affairs, print and digital communications. As industry leaders, our team prides itself in delivering plans that are beautifully designed and skillfully executed, gaining our clients nationwide recognition for quality work. Stateside Affairs is recognized for its work in high-profile projects for clients such as Queen Latifah, Emerge NJ, the Elizabeth Coalition to House the Homeless, and the City of Perth Amboy.

In 2022, Stateside Affairs won the Gold Stevie® Award in the international, 19th annual Stevie Awards for Women in Business. Stateside Affairs was the only U.S. company to be named a Finalist in the Social Media Team of the Year category, ultimately winning the Gold Stevie®.

### **Internship Details:**

The intern will work directly with the diverse Stateside Affairs team across a wide variety of nonprofit and private sector clients.

This position is currently unpaid but available for school credit. A small stipend may become available depending on travel and future funding decisions. We request a minimum commitment of 20 hours a week, with up to 40 hours a week available. Scheduling is flexible and some work can be done remotely.

### **What We're Looking For:**

- Creativity, accountability, and attention to detail.
- Familiarity with social media platforms such as Facebook, Instagram, LinkedIn and Twitter.
- Writing experience, especially across different mediums.

### **What You'll Learn:**

- Marketing, Public Relations, and Communications strategies across a wide range of mediums and industry sectors.
- Gain understanding of government and general public relations as well as nonprofit and social justice causes.
- Online management tools to schedule social media posts.
- Collaboration techniques and tools that will benefit your long-term career

### **Specific Responsibilities Include:**



75 Main Street, Ste. 14, Manasquan, NJ 08736

---

- Assist in creating and executing a strategic plan for all social media channels
- Writing content and creating graphics for all social media channels
- Assist in writing, editing and distributing media advisories, press releases, and other articles for clients and Stateside Affairs
- Manage and monitor client websites up-to-date
- Create media lists
- Design flyers, evites, and other marketing collateral
- Assist in planning, writing copy, and scheduling email marketing campaigns while also helping develop new email marketing strategies
- Assist in production of virtual events
- Collaborate with staff on new ideas, directions, and venues for marketing and communications
- Assist with photography and video editing

**To Apply:**

Send an email explaining your background, experience and why you are interested in our internship position. Send a resume to [Laura@statesideaffairs.com](mailto:Laura@statesideaffairs.com) along with your cover letter, resume, and writing samples. For more information about Stateside Affairs, visit [www.statesideaffairs.com](http://www.statesideaffairs.com). **Applications are accepted on an ongoing basis.**

We encourage applicants from diverse backgrounds to apply for an internship with us at Stateside Affairs and have the unique opportunity to serve clients that advocate for women and minority communities. Our work is most effective when we are able to incorporate different perspectives.

Does this sound like you or someone you know? We'd love it if you'd share this post with a student who might be interested!

Thank you.