



INTERNSHIP PROGRAM

TrailRunner International internship program is held in the spring, summer, and fall. The upcoming summer internship will be June 3 – July 26, 2024, it is a paid internship designed to be educational, gratifying, and valuable. Interns will have structured assignments, regular check-ins, and additional development resources along the way. Our goal is to ensure that interns learn about the communications industry and develop their skills including research, writing, pitching and organizational skills such as project management.

Start Date: June 3, 2024
End Date: July 26, 2024
Schedule: Monday through Friday in person
Hourly: 40 per week
Salary: \$20.00hr

Program Highlights

- Work with TrailRunner's Human Resources team to identify and set your internship objectives
- Support 2-4 client teams advising clients across industries
- A central repository of internship projects and work assignments to ensure thoughtful distribution of work
- Weekly all-intern meetings to share experiences, learnings, challenges, and solutions
- 360 Learning: An opportunity to deliver a presentation/workshop to the entire global team
- Workshops/ "Lunch & Learns" led by seasoned TrailRunner professionals on relevant topics, such as media relations, crisis communications, client service best practices, and IPO communications
- Join internal book club, featuring a book to hone your leadership and professional skills, facilitated by experts in the field
- Career coaching and guidance

Key Tasks and Responsibilities

- Assist client teams in providing exceptional communication support to TrailRunner International's global clients
- Compile and maintain media lists of relevant reporters, publications, conferences, and awards for client awareness; assist in researching, briefing, and coordinating events, interviews, conferences, podcasts, and other client initiatives
- Produce high quality first drafts of memos, briefing documents, research and analysis, and other common client-driven work products
- Coordinate project plans, internal meetings, and initiatives on client accounts
- Research and complete business briefings for current and prospective clients
- Monitor and maintain client topical awareness on relevant industry, competitor, and company news
- Research and summarize broader trends in the media
- Use conventional and creative means to gather intel on behalf of clients and prospects
- Learn and adapt in an extremely fast-paced, ever-changing environment

Background and Qualifications

In addition to strong writing, research, and analytical skills, success as an Intern requires an unwavering commitment to helping clients and teammates win. The ability to maintain poise and good humor in dynamic, high-intensity situations is highly valued, given the nature of the work and the firm's inclusive, collaborative culture. Candidates should possess a strong work ethic, personal drive, and intellectual curiosity.

- Proficient in MS Word, Excel, and PowerPoint
- Excellent written and verbal communication skills
- Strong attention to detail, analytical, and research skills
- Commitment to teamwork, learning, and excellence and a high degree of integrity
- Ability to organize and prioritize work
- A degree in public relations, communications, finance, business, or other related field is helpful but not required

About TrailRunner International

Headquartered in Dallas/Fort Worth, TrailRunner International is a global strategic communications firm that provides crisis communications, financial communications, and ongoing corporate communications support to the world's top enterprises, institutions, and individuals. The firm is experiencing significant growth driven by its signature commitment to client service and is committed to hiring entry-level, mid-career, and senior communications professionals from diverse backgrounds who share its founders' obsessive focus on helping their clients win.

For more information go to: www.trailrunnerint.com | Scan QR code to apply.

