

FALL INTERNSHIP

We are looking for bright, highly motivated interns. This is a fabulous opportunity, particularly if you have an **interest in PR and marketing, and/or a love for Spain!**

Janet Kafka and Associates is a small, Dallas-based international marketing and public relations firm that works with primarily clients from **Spain** in the **wine and food** industries. We are constantly in need of interns to support our staff on promotions, projects and general business.

Our interns are given daily responsibilities and are immediately incorporated as an integral part of our team. General duties include (though are not limited to) media and trend research, assistance with media mailings and sourcing materials, press clip monitoring and trafficking, assistance with correspondence, select press release writing, special event support, data entry, filing, answering phones, telephone follow up, running errands, and general support of agency staff.

Requirements:

- Excellent organizational skills
- Strong communication and writing skills
- Great attitude with pleasant and courteous demeanor in person and on the phone
- Must be responsible
- Strong computer skills (Word, Excel, database a must; graphic design skills a plus)
- Working knowledge of Spanish language preferred; knowledge of culture of Spain helpful
- Ideal candidate will have an interest in international culture, gastronomy and has studied or lived abroad

Office hours are 9 am to 6 pm Monday-Friday; internship hours can be planned around class schedules. The position is open to all majors. While the position is unpaid, we will work closely with the candidate to develop his/her skills and will collaborate fully with the student and faculty advisor to facilitate procurement of academic credit where available.

Please send a résumé with cover letter and writing samples to Jennifer Zimmer via fax to (214) 373-1325, or via email to jennifer@janetkafka.com. No phone calls, please.