

INTERN, CREATIVE

Sunwest interns work across agency teams to apply the practical skills they've learned in the classroom to real world client work.

Responsibilities Include:

- Assist with creative team projects, including project management
- Generate strategies and content for agency and client social media initiatives
- Conduct research for client work and new business opportunities
- Participate in brainstorming and staff meetings
- Support the office manager and other team members to maintain an efficient office environment
- Regularly meet with assigned mentor
- Other duties as assigned

Required Skills

- A strong work ethic and interest in public relations or communications
- Experience in today's digital landscape
- Ability to understand and adapt to multiple brand guidelines
- Strong verbal and written communication skills
- Attention to detail and deadlines
- Ability to learn quickly, take direction and work well with others
- Initiative to take on new challenges
- Professional demeanor within and outside office while conducting agency business
- The ideal candidate is a talented upper-level college student or recent graduate who is pursuing or has recently completed a degree in graphic design.

Expectations

- Develop and maintain a working-level understanding of assigned clients' industries, company culture, products/services and strategic communications plan
- Communicate with clients in a professional, efficient manner
- Demonstrate problem-solving abilities to address client issues
- Promote a culture of excellence, creativity, integrity and kindness

Sunwest Benefits

- Competitive health insurance benefits
- Hybrid work environment with four monthly flex days and twice-monthly Flex Fridays
- Pre-tax Health Savings Account Savings Plan (HSA-SP)
- 401K with an employer match
- Immediate paid time off (PTO), including vacation days, personal days, 10 company holidays and two floating holidays
- Eligibility for new business incentive program and year-end company performance bonus