

JOB POSTING REQUEST FORM

Job Details

Reference #	CP-153-2021
Company Name	SchemaZone
Industry	Consulting and Training
Vacancy	Public Relations Coordinator
Job Type (<i>FT, PT, Contractual, Seasonal</i>)*	Internship; minimum of 15 hrs/week (Flexible)
Major	<ul style="list-style-type: none"> • Communication Arts • Advertising & Marketing • Business Administration • Other related majors
Years of Experience	0+
Education	Fresh graduates & undergraduates
Location	Remote position
Remuneration & Benefits	<ul style="list-style-type: none"> • 250L.L per month • Internship certificate • Reference letter from a Canadian company • Business training, guidance & experience • Professional projects that you can put on your CV • Priority to be selected for full time/part time employment • Might have access to other HR benefits and programs
Tasks & Responsibilities	<ul style="list-style-type: none"> • Defining the company's public relations goals & strategies • Writing & distributing detailed press releases, media posts & fact sheets • Maintaining good relationships with media & journalists to ensure efficient communication and maximum coverage • Scheduling & coordinating press conferences, public events & interviews • Working with the marketing team to

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plan and implement campaigns
aimed at increasing brand awareness

- Analyzing outcome of PR campaigns & reporting findings to management
- Maintaining an up-to-date press list of journalists, influencers, and other members of the media