

Delilah Counseling, PLLC

806 Meridian Street
Nashville, TN
37207

Part-Time Internship in Public Relations & Marketing

February 2023

Overview

Delilah Counseling is seeking an energetic and innovative intern to help strategize, produce, and implement marketing material. The ideal candidate will look for ways to strengthen our public relations within the community, and will facilitate the advertisement of our services. In-house responsibilities also include administrative duties related to the business itself as well as client care.

Specific Responsibilities and Tasks

1. Social Media:

- Creating and posting original and creative Instagram content (i.e. Instagram Reels, Instagram Stories, Instagram Posts) 5-6 times per week
- Making occasional modifications as needed to current practice web page

2. Administrative Duties:

- Creating and distributing flyers and marketing materials pertaining to Delilah Counseling
- Managing Merchandise
 - Tracking inventory of current merchandise
 - Facilitating the distribution of purchased items to customers
 - Exploring additional partnership for Delilah counseling as it pertains to merchandise
- Analyze data and provide reports related to employee activities (i.e. scheduling, retention rates, active/inactive clients)
- Brainstorm and implement events and volunteering opportunities for Delilah Counseling to continue further community outreach

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- Errands that may include, but not be limited to, trips to the grocery store, post offices, etc.

Qualifications and Skills

- Proficient in the following:
 - Canva
 - Microsoft Word
 - PowerPoint
 - Google Voice
 - GMail
 - Instagram
 - TikTok
 - SquareSpace (preferred, but not required)
 - Spotify
- To be thorough and detail oriented
- Ability to sell products and services
- Ability to work well with others
- Knowledge of social media production and communication
- Personable and excellent communication skills
- Ability to lift up to 25lbs
- Deadline-driven
- Research skills
- Creative thinking
- Ability to make media pitches
- Highly organized and above average time management skills

Education and Experience Requirements

*Professional or educational reference required

- Please include reference's name, relationship to application, and contact information (phone number and/or e-mail address)
- Currently pursuing a Bachelor's Degree in Journalism, Communications, English, Marketing, Psychology, or related Degree

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- Must be currently living in Nashville, TN and have the ability to work within the Delilah Counseling office at 806 Meridian Street 2-3 days per week

** This position is intended for individuals looking to further their knowledge and gain experience. It is a nonpaid internship.