

Site Name: Steelcase

Organization Description: Steelcase is the global leader in the office furniture industry but we're in the business of helping people do what they do better. We study the ways people work, then use that knowledge to develop products and services that help people work more effectively and organizations use space more efficiently. Founded in 1912, Steelcase is a \$3.4 billion company with more than 13,000 employees and dealers in more than 600 locations around the world.

Internship Opportunity: Public Relations Intern

Steelcase, Inc. seeks highly motivated, creative, and curious students within the public relations field of study for multiple internship opportunities. Candidates should be pursuing a public relations related degree (Public Relations, English, Communications, or Journalism), and can be a current junior or senior with good PC skills.

Candidates must have the willingness to learn, grow, and the ability to adapt quickly to and promote change. Candidates should use critical thinking and problem-solving skills and have a positive, can-do attitude. We are looking for an intern who is a self-starter with great poise who can hit the ground running on given assignments. This person must be able to work with minimal supervision at times with a hard-working, flexible personality with a great sense of humor. We are looking for someone who is great at paying attention to detail.

Internship Roles & Responsibilities: Students will have the opportunity to:

1. Provide public relations support for PR department.
2. Take on routine support functions such as monitoring placements, creating placement reports on a weekly/monthly basis, maintaining digital and hard copy files, project tracking, brainstorming, general event assistance, competitive analyses, create interview briefing books.
3. The work this individual will perform is very similar to the functions of a junior account executive at a public relations firm.

Hours per Week: This internship position will report to the manager of the public relations department. This position will be paid, and the selected candidate will work part-time during the semester.

Compensation: Has been a paid internship in the past.

Web Site: www.steelcase.com

Contact: Please send your resume to HR12@steelcase.com to be considered for this position.