



The LAGRANT Foundation

Career Opportunities

For more information, please email nicholasneptune@lagrant.com or kimhunter@lagrant.com.

SCROLL DOWN!





***NEW*2025 Summer Internship Program**

H/Advisors
Abernathy

***Locations:* New York, Los Angeles,
Washington, D.C.**

Who can apply?

- Candidates must have completed at least the junior year of their bachelor's degree by the start of the program.

H/Advisors Abernathy, a leading strategic communications advisor, is providing paid summer internship opportunities in our **New York, Los Angeles and Washington, D.C. offices**. This 10- week summer program is focused on providing insight into the world of strategic communications through introductions to our key practice areas, the opportunity to work with client teams on intricate, business critical issues and training on the advanced tools and practices that power our business. An H/Advisors Abernathy internship will provide participants with the skills, insights and knowledge to understand the highly complex, dynamic and interconnected world we live in.

We are looking for diverse backgrounds and skillsets, but with interests in strategic communications, the media, business/finance, politics and regulatory affairs, law, strategy, and problem-solving. Strong candidates will be skilled writers and analytical thinkers who are interested in learning how we help our clients achieve business goals across the various sectors and industries in which we practice.

The program will begin June 2, 2025 and continue through August 8, 2025. Over the course of the summer, interns will be exposed to our firm and industry through practical trainings, performing complex research, getting plugged into client teams and through participating in seminars.

Responsibilities may include:

- Creating media lists and editorial calendars;
- Tracking the firm's clients in the media;
- Researching prospective clients, current clients and client competitors;
- Proofreading and editing press releases, memos, presentations and other documents created for clients;
- Monitoring and analyzing breaking news and changes in stock prices of particular companies;
- Collecting and summarizing SEC filings and analyst reports;

- Helping to organize logistical aspects of corporate announcements;
- Taking part in strategy and brainstorm sessions as well as trainings;
- Working as a group with intern colleagues to complete a research project on a timely subject, presenting findings to the entire firm;
- Supporting all colleagues, regardless of title or function.

Salary: \$18 per hour

To Apply:

The application period will open November 1, 2024 and applications will be reviewed on a rolling basis. **Please email both a cover letter and your resume to internships-abernathy@h-advisors.global, specifying the office(s) in which you are interested. Applications without a cover letter will not be considered.** Those selected for a preliminary interview with Human Resources will be contacted by a representative from the Human Resources department. **Please note that candidates must have completed at least the junior year of their bachelor's degree by the start of the program.**

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. H/Advisors Abernathy participates in the E-Verify program. For more information about the program, please see our website's Join Us page (<https://abernathy.h-advisors.global/join-us/>). Please note that we will not sponsor applicants for work visas.

About H/Advisors Abernathy

H/Advisors Abernathy is a leading strategic communications advisor providing communications, engagement and advocacy expertise that helps clients build and preserve value, seize opportunities and solve problems in today's highly complex, dynamic and interconnected world. Since 1984, the firm specializes in advising CEOs, board directors and senior executives on effective stakeholder communications and engagement. H/Advisors Abernathy operates from offices in New York, Houston, Los Angeles, San Francisco,

Chicago and Washington, D.C. The firm is a founding member of H/Advisors, the leading global strategic advisory group for cross-border communications.

We serve our clients in the following areas: transaction communications; shareholder activism defense; crisis management; alternative investment communications and private equity; public affairs; corporate reputation and positioning; and investor relations. We are consistently ranked as a leader within these disciplines. We underpin all of our offerings with robust digital expertise, rigorous research and insights and creative services.

To apply:

1. Email resume and cover letter to nicholasneptune@lagrant.com and kimhunter@lagrant.com.

***NEW*2025 Associate Pool Program**

***Locations:* New York, Los Angeles, San Francisco, Houston, Washington, D.C.**

Who can apply?

- Must be a college graduate by the start of the program.

H/Advisors Abernathy, a leading strategic communications advisor, is seeking ambitious and hardworking candidates to join its dynamic team of professionals in **New York, Los Angeles, San Francisco, Houston and Washington, D.C.** as part of its 2025 Associate Pool Program, which will begin **July 7, 2025**.

The H/Advisors Abernathy Associate Pool Program offers intensive training over 14 months, designed to provide participants with a strong foundation in strategic communications. Associates will be trained on the principles, practices and tools that enable our firm to provide best-in-class counsel to CEOs, board directors and senior executives on high-stakes issues and complex challenges. Associates will be exposed to, and work directly on, some of the most consequential reputational issues faced by public, private and non-profit/non-governmental organizations today. **Successful completion of the program would result in promotion to Account Executive.**

The responsibilities of an Associate include:

- Tracking and analyzing media coverage of clients and potential clients, peers, and industries;
- Researching and analyzing client and potential client financial performance, peer groups, investor bases/ownership structures, industries and market dynamics;
- Drafting and editing documents on behalf of both clients and the firm, including client memos, press releases, internal and external communications documents, and new business proposals;
- Issuing press releases and communicating with reporters;
- Providing ongoing account support to client teams;
- Participation in 10-week rotational program across various practice areas including crisis, M&A, litigation and hedge funds
- Participating in account team strategy and planning sessions.

Development

At H/Advisors Abernathy, we care about our people's professional growth. We pride ourselves on identifying great talent at the earliest stages and giving everyone the tools, training and opportunity to forge their own path forward. For Associates this includes:

- Introductions to finance and deeper dives into tools, data and analytics and practice areas;
- Firmwide annual training program focused on key practice area knowledge-sharing and skill-building, led by both internal colleagues and outside experts;
- Annual firmwide elective Mentorship Program;
- Exposure to work across all firm disciplines and practice areas, as well as the opportunity to work with colleagues across all office locations and geographies;
- Weekly group meetings and regular one-on-one check-ins;
- Regular feedback, both informally on a quarterly basis through Research and Talent, through mentors and formally twice a year.

- Ability to participate on various non-client committees, including our Diversity, Equity and Inclusion Council.

Qualifications: College graduate. Candidate must possess excellent written and verbal communications skills, strong analytical capabilities, meticulous attention to detail, good judgment and a strong work ethic. A general understanding of business and finance is desirable, as is familiarity with basic word processing, spreadsheets and PowerPoint (training courses will be provided, but we do expect a minimum comfort level).

Salary Range: \$66,000 to \$69,000 per year, plus eligibility for consideration in our discretionary bonus pool.

To Apply:

The application period will open November 1, 2024 and applications will be reviewed on a rolling basis. **Please email both a cover letter and your resume to careers-abernathy@h-advisors.global, specifying the office(s) in which you are interested and your order of preference, if applicable. Applications without a cover letter or office location will not be**

considered. Those selected for a preliminary interview with Human Resources will be contacted by a representative from the Human Resources department.

In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire. H/Advisors Abernathy participates in the E-Verify program. For more information about the program, please see our website's Join Us page (<https://abernathy.h-advisors.global/join-us/>). Please note that we will not sponsor applicants for work visas.

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Allison

***NEW*Public Relations Account
Coordinator, US**

Allison
Worldwide

**Locations: Culver City, CA, San Francisco,
CA, Seattle, WA, Scottsdale, AZ**

About Us

Who We Are

We imagine the new. Inspire the next. And use the power of our creativity to help build up those around us.

At Allison, we provide a limitless environment where you can build, create, and grow. Our openly collaborative and highly supportive culture is free from bureaucracy and red tape. With over 600 innovators from diverse backgrounds, we break new ground for world-class clients across 50 global markets and dozens of industries. We believe in creating a space where everyone can freely express their opinions, share their ideas and dreams for the future, and be themselves.

We foster an inclusive culture that attracts builders from all backgrounds who can envision new solutions and create outcomes that move our clients' businesses forward, while helping everyone on the team learn and grow together. Our shared ideal of the builder's mindset is limitless and available to everyone, and we push the boundaries to create new and innovative solutions for our clients and ourselves.

We create lasting impact and relationships, and our culture fosters meaningful connections and friendships that last beyond the workplace. If you're ready to join a team that pushes you to be your best, supports you every step of the way, and celebrates your successes, welcome to Allison.

Overview

The Position

We are seeking an **Account Coordinator** to join our US team. You will oversee media list development to arm your teams with the best intel possible to successfully secure earned media coverage and conduct industry monitoring to flag any trends, issues and media coverage for clients. You will

also begin pitching media and securing coverage opportunities; and organize the team with necessary agendas, action items and reports.

Responsibilities

What You'll Do

- Tracks and coordinates compilation of client and industry press clippings and client reports
- Coordinates and executes media mailings
- Conducts entry-level media relations with guidance from AE/SAE; pitching news announcements and conducts follow up via phone and email
- Conducts research on behalf of clients and the firm, developing competency with Cision, Critical Mention, Sysomos and other online research and monitoring tools
- Writes first drafts of press materials and media pitches
- Supports event logistics and execution, including on-site support for team and client
- Spearheads admin duties for team including client weekly and monthly reporting, weekly calls, schedule management, etc.
- Supports office management and organization (i.e. weekly supply orders, organizing supply closet, liaising with vendors, etc.)
- Takes direction well and follows through with a medium level of supervision
- Meets objectives and deadlines
- Maintains excellent communication with team and occasionally with the client
- Conducts media relations with guidance from AAE/AE/SAE and secures media coverage for clients
- Maintains client speakers bureau, awards and tradeshow schedule and program (researching appropriation opportunities, presenting to team and client, tracking deadlines, etc.)
- Competency around influencer and digital/social programs

Qualifications

What You'll Need

- Requires prior experience in public relations, marketing or a related field
- Consumer or generalist background is preferred

- Self-motivated with a "can-do" attitude, relentless attention to detail and effective multi-tasking
- Proficient in Microsoft Word, PowerPoint and Excel and skilled in social media

Benefits

Benefits + Perks

- Hybrid work environment with home and office schedule (2+ days in office per week) and work from anywhere weeks
- Comprehensive health benefits (healthcare, vision, dental, pet, home, and auto insurance)
- Generous time off policies (unlimited paid time off, wellness days, national holidays, summer Fridays)
- Four-week sabbatical every five consecutive years of employment
- Exceptional parental leave benefits
- Global mentorship and networking programs
- Monthly cell phone reimbursement
- 401k savings and employee stock purchase plan
- Volunteer hours (20 hours annually) for designated non-profit partner and personal choice
- Globally driven IDE+A initiatives (Employee Advocacy Groups, Multicultural Center of Excellence)
- Career growth opportunities, such as Allison University (multi-day customized trainings for each level)

At Allison, we're different by design.

We celebrate diversity and are committed to providing an inclusive environment for our employees. We do not tolerate discrimination or harassment of any kind and are committed to building an agency where everyone is welcome, and every voice is heard. We are proud to be an equal opportunity and affirmative action employer.

In order to comply with equal pay and salary transparency laws in various locations, **we believe the target range of base compensation in all locations within the United States for this role is \$45k-\$55k.** Actual compensation is influenced by a wide array of factors including but not limited to skill set, level of experience, and location.

In addition to medical, dental and vision coverage, we offer a generous unlimited PTO plan, 401k program and comprehensive benefits plan. Additional perks and benefits include a month-long sabbatical, active employee advocacy groups, globally driven IDE+A initiatives, wellness days, summer Fridays and learning and development programs for our employees.

Online Application

To apply:

1. Complete the above online application
2. Email resume to nicholasneptune@lagrant.com and kimhunter@lagrant.com.





***NEW* Multiple Roles**

Locations: Multiple

**Weber
Shandwick**

Weber Shandwick is hiring for the following roles:

- Senior Associate, Media Relations - New York - **NEW**
- Business Analytics Intern (Spring 2025) - Washington DC - **NEW**
- Senior Associate, Client Experience - Washington, DC
- Corporate Issues Intern (Spring 2025) - New York
- Market Research Intern (Spring 2025) - Washington DC
- Consumer PR Intern (Spring 2025) - New York

To apply:

1. **Complete the above online application**
2. **Email resume to nicholasneptune@lagrant.com and kimhunter@lagrant.com.**



UNITEDHEALTH GROUP®

Communications Intern – Interns Elevated Program

Locations: Minnetonka, MN, Remote

**UnitedHealth
Group**

Deadline to Apply: Friday, November 8, 2024

Internships at UnitedHealth Group. If you want an intern experience that will dramatically shape your career, consider a company that's dramatically shaping our entire health care system. UnitedHealth Group internship opportunities will provide a hands-on view of a rapidly evolving, incredibly challenging marketplace of ideas, products and services. You'll work side by side with some of the smartest people in the business on assignments that matter. So here we are. You have a lot to learn. We have a lot to do. It's the perfect storm. Join us to start **Caring. Connecting. Growing together.**

UnitedHealth Group ("UHG") is a Fortune 5 diversified health care company that generates over \$300 billion in revenue and employs ~400,000 diverse team members. UHG is comprised of two distinct, but strategically aligned businesses: UnitedHealthcare ("UHC") and Optum. UnitedHealthcare is the largest U.S. health insurer, serving over 50 million members and enables better health outcomes for its members. Optum is UHG's health services platform and provides health care administrative support and employs more physicians than any other medical group in the country. Optum serves nearly 130 million Americans.

****This Early Careers full-time internship position will be available starting in June 2025****

UnitedHealth Group is not able to offer visa sponsorship now or in the future for this position

UnitedHealth Group is seeking a communications intern to join our Interns Elevated program, reporting into the Enterprise Communications team.

On the Enterprise Communications team – we enhance the company reputation with key audiences including investors, policymakers, consumers, patients and employees. You will learn to develop dynamic content and bring stories to life across a variety of channels while navigating the complexities of being a part of a Fortune 5 company. In addition, you will help to advance our mission and drive growth for the company.

Our Interns Elevated program will give current sophomores, who will be rising juniors summer 2025, the opportunity to participate in a 8-month rotational program with the potential to extend the internship into a second year. This

program will rotate through each of our businesses (UnitedHealth Group, UnitedHealthcare and Optum). Interns will work full-time in the spring/summer and part-time during the school year.

You'll enjoy the flexibility to work remotely * from anywhere within the U.S. as you take on some tough challenges. Minnetonka, MN preferred.

Primary Responsibilities:

- Internal Communications & Employee Engagement Rotation:
 - Writing and creation of content across multiple channels on a variety of topics including growth, employee benefits & programs, mission and culture
 - Content creation for intranet news stories, intranet/web content, emails, social posts, digital signs, etc.
 - Assist with creation of campaign assets and logistics and project management (videos, photography, infographics)
 - Proof and edit key documents and deliverables for internal and external use
 - Support key employee/company campaigns by collecting, packaging and gathering approvals on campaign assets
 - Research, analyze, and share best-in-class practices across the competitive landscape

- Social Strategy and Social Media Rotation:
 - Support the Social Media team to create strategic targeted social media campaigns in support of the owned channels
 - Regularly assist with ad hoc projects spanning across the digital channels we support
 - Comfortable supporting multiple projects while effectively managing timelines and expectations, communicating progress, and delivering results in a fast-paced environment
 - Keep up to date with the latest digital marketing trends to provide innovative experience design ideas to challenge the status quo and push the creative envelope
 - Support social media team with writing posts, consulting on graphics, managing approvals and publishing
 - Regularly assist with ad hoc projects spanning across the digital channels we support

- Comfortable supporting multiple projects while effectively managing timelines and expectations, communicating progress, and delivering results in a fast-paced environment
 - Sit in on communications kick-off calls and provide strategic considerations, optimization opportunities and help project manage initiatives alongside our content studio & social media team
-
- Executive Communications Rotation
 - Support the planning and execution of executive events
 - Executive visibility research and monitoring, including media, social media and events
 - Research both internal and external speaking opportunities for leadership team consideration
 - Track and summarize key health conferences and events
 - Draft employee communications through creative mediums to engage enterprise on key messages
-
- Corporate Reputation and External Communications Rotation:
 - Support teams on campaign activations including content creation for multiple channels and post activation reporting
 - Develop, support and execute on editorial calendars and content strategy for key executives
 - Help shape thought leadership content and strategy for key executives to support our executive visibility program
 - Support public affairs teams on campaign, stakeholder and advocacy group activations
 - Assist with developing op-eds/articles targeting the strategic priorities for placement by subject matter experts and executive leaders
 - Support media relations team with media pitching, earnings day analysis, reporting, etc.
 - Collaborate with marketing partners on ideas and content, including assisting with identifying news stories for newsletters, proofing white papers, and leveraging marketing deliverables across various platforms
 - Keep up to date with the latest health care news, social media trends, and brand storytelling trends to provide innovative ideas to challenge the status quo and push the creative envelope

You'll be rewarded and recognized for your performance in an environment that will challenge you and give you clear direction on what it takes to succeed in your role as well as provide development for other roles you may be interested in.

Required Qualifications:

- Currently pursuing a Bachelor's degree from an accredited college / university. Must be actively enrolled in an accredited college / university during the duration of the internship
- **Must be a rising junior in the summer of 2025**
- Must be eligible to work in the U.S. without company sponsorship, now or in the future, for employment-based work authorization (F-1 students with practical training and candidates requiring H-1Bs, TNs, etc. will not be considered)

Preferred Qualifications:

- Minimum 3.20 cumulative GPA
- 1+ years of experience in writing, social media, content strategy, digital strategy, digital marketing
- Experience with Adobe Creative Suite
- Experience writing, researching, and editing
- Experience with digital or social media
- Experience in organizing or planning events and meetings
- Experience working, volunteering, or interning in a health care, policy, research, or public relations setting
- Solid familiarity with social media platforms in a professional perspective (Facebook, LinkedIn, Instagram, YouTube, Twitter)
- Familiarity with social listening and analysis to inform social media strategy and/or content creation
- Proficiency in Microsoft office suite including Word, Excel, Outlook and PowerPoint
- Proven solid writing skills, and ability to draft short-form content for social platforms (including copy for Facebook, Twitter, LinkedIn, Instagram, etc.)
- Proven ability to be proactive and independent thinker; willing to collaborate with a multi-disciplined team to achieve goals
- Proven outstanding communication and critical thinking skills as well as the ability to make clear and concise presentations

Soft Skills:

- Solid verbal/written communication, including an ability to effectively communicate with both business and technical teams
- Ability to work in a fast-paced, collaborative environment with tight deadlines
- Ability to think analytically and problem solve when needed
- Ability to work effectively both independently and as a member of a cross functional team
- Curious, collaborative team player with a well-developed sense of humor
- Solid personal project management skills and ability to prioritize, make progress on multiple concurrent projects and share progress with your team
- Excellent communication and team skills – verbal and written
- Detail oriented

*All employees working remotely will be required to adhere to UnitedHealth Group's Telecommuter Policy

California, Colorado, Connecticut, Hawaii, Nevada, New Jersey, New York, Rhode Island, Washington or Washington, D.C. Residents Only:

The hourly range for this role is \$18.00 to \$32.00 per hour. Pay is based on several factors including but not limited to local labor markets, education, work experience, certifications, etc. UnitedHealth Group complies with all minimum wage laws as applicable. In addition to your salary, UnitedHealth Group offers benefits such as, a comprehensive benefits package, incentive and recognition programs, equity stock purchase and 401k contribution (all benefits are subject to eligibility requirements). No matter where or when you begin a career with UnitedHealth Group, you'll find a far-reaching choice of benefits and incentives.

Online Application

To apply:

1. Complete the above online application
2. Email resume to nicholasneptune@lagrant.com and kimhunter@lagrant.com.





PRep School Fellowship 2025

Golin

***Location:* Chicago, IL, New York, NY**

Deadline to Apply: November 19th

About Golin:

Golin is a global public relations agency that helps companies create change that matters. Together, we discover powerful human truths that bind us, create with bravery, and collaborate inclusively and obsessively. Golin's 1700 global employees operate across 50+ offices worldwide, allowing us to provide our clients with comprehensive solutions for multi-market, regional and global communications programs.

Recently named 2024 PRWeek's Agency of the Year, we tend to Go All In, in everything we do. Our expertise ranges from brand-building and cutting-edge digital content to corporate reputation, healthcare advocacy and measurement. Our roster includes many of the largest CPG, retail, food, healthcare technology and consumer service companies in the world! Dive deeper into our world at golin.com.

About PRep School:

Embark on a one-of-a-kind experience with Golin's PRep School Fellowship. As a PRep School Fellow, you'll collaborate with industry-leading executives, receive mentorship from the brightest minds in PR, and contribute to campaigns for award-winning clients. This is your opportunity to launch and grow your career with one of the top public relations agencies globally!

About You:

1. **Academic Standing:** College juniors with expected graduation date in Winter 2025 OR Spring 2026
2. **Field of Study:** Majoring in Advertising, Communications, Liberal Arts, Political Science, Public Relations, Journalism, Business, Pre-Med, or related fields
3. **Representation (OR "Eligibility"):** To qualify for this special opportunity, you **must be enrolled at a historically Black college OR a member of the "Divine Nine":** Alpha Phi Alpha Fraternity, Inc., Alpha Kappa Alpha Sorority, Inc., Kappa Alpha Psi Fraternity, Inc., Omega Psi Phi Fraternity, Inc., Delta Sigma Theta Sorority, Inc., Phi Beta Sigma Fraternity, Inc., Zeta Phi Beta Sorority, Inc., Sigma Gamma Rho Sorority, Inc., or Iota Phi Theta Fraternity, Inc.

What You'll Experience:

1. **8-Week Paid Fellowship:** Immerse yourself in our vibrant offices, working on consumer, corporate, or healthcare groups.
2. **Skill-Building Curriculum:** Enhance your PR skills with culturally relevant content.
3. **Personalized Mentorship:** Receive executive support and 1:1 mentoring.
4. **Networking Opportunities:** Connect with industry experts and expand your network.
5. **Cultural Immersion:** Engage in activities that highlight diversity and inclusion.

What You'll Need:

1. **Shared Values:** Passion for community empowerment and a dedication to lifelong learning.
2. **Commitment:** Open availability from June 4, 2025, to August 1, 2025
3. **Location:** Applicants must reside in Chicago or New York during the program.
4. **Full-Time Availability:** 40 hours per week, Monday through Friday, 8:30 am to 5:30 pm.

Your Turn: Please answer the following questions.

1. Tell us your story! What ignited your journey into the world of PR? What aspects of this fellowship most interest you?
2. Share your insights on how PR weaves into the fabric of a company's marketing strategy.

Interview Process:

1. **Chat with Us:** A quick call with our Talent team to explore your background and enthusiasm for the role.
2. **Deep Dive:** A focused interview to uncover your skills and problem-solving abilities.
3. **HR Connection:** A casual chat with HR to discuss your fit, future contributions, and program insights.

Additional Details:

1. All PRep School fellows will be paid an hourly rate of \$20.00.
2. All PRep School fellows will be responsible for their own housing.
We don't offer housing assistance.

Online Application

To apply:

1. **Complete the above online application**
2. **Email resume to nicholasneptune@lagrant.com and kimhunter@lagrant.com.**





**Global Communications and Corporate
Marketing Internship - Summer 2025**

Location: Minneapolis, MN

Medtronic

Deadline to apply: Friday, November 15th

2 GCCM Interns will be selected and based in-person (hybrid) at Operating Headquarters in Minneapolis, MN.

Who can apply?

- **You must be a rising junior or senior in the Fall of 2025**

An internship at Medtronic is like no other. We're purposeful. We're committed. And we're driven by our Mission to alleviate pain, restore health and extend life for millions of people worldwide.

The **Global Communications and Corporate Marketing Function (GCCM)** is responsible for building, elevating, and protecting Medtronic's reputation and brand value.

As an intern, you will apply your skills and gain functional experience in disciplines across GCCM such as communications, marketing, and PR. This internship will enable you to build a network of peers and enjoy developmental opportunities including mentoring, training, and leadership workshops.

A Day in the Life

Responsibilities will vary depending on assigned team, but may include work in/with the following areas:

- Content, Channel, and Creative teams to develop engaging corporate and brand narratives, visuals, and multimedia assets that enhance integrated, cross-functional marketing campaigns.
- Corporate Communications team to secure favorable media coverage and address any risks to our company's image or reputation.
- CEO Communications team to raise Medtronic CEO visibility both within the company and in public, by aiding in speaking engagements, executive videos, social media, and other prominent platforms.

- Global Brand, Marketing, and Impact Communications team to support targeted marketing initiatives that increase brand awareness, and amplify the societal impact of our company's mission-driven efforts.
- Data, Insights and Performance Marketing team to build an in-depth understanding of our brand, audiences and themes that influence global brand impact, using data analytics to inform priorities and decisions.
- Digital team to create digital experiences that generates trust, excitement, and confidence with our external stakeholders.
- Operating Unit Communications to enable business impact by supporting integrated campaign efforts focused on brand and reputation in specific business or disease areas.

Qualifications

Must have:

To be considered for a summer 2025 GCCM Internship, you must meet these basic qualifications. Ensure your resume clearly shows how you meet these qualifications.

- Rising junior or senior in the Fall of 2025
- Currently pursuing a bachelor's degree in Communications, Public Relations, Marketing, or related major based on your school's degree offerings.
- Candidates applying for Medtronic's Summer Internship Program must have current work authorization and be legally authorized to work in the U.S. The Medtronic Summer Internship Program does not provide work authorization sponsorship for summer intern positions. Individuals with temporary visas such as E, F-1, H-1, H-2, L, B, J or TN, or who need sponsorship for work authorization now or in the future, are not eligible for the Medtronic Summer Internship Program.
- Participants must be able to participate full time (40 hours/week) as part of our intern cohort: Monday, June 2 - Friday, August 15

Nice to have:

- Prior work on projects in a team environment
- A cumulative GPA of at least 3.0 on a 4.0 scale

- Relevant experience from academic projects and/or internships
- Familiarity or experience with tools such as PowerPoint, Microsoft Office 365, SharePoint, and other desktop publishing applications

About Medtronic

Together, we can change healthcare worldwide. At Medtronic, we push the limits of what technology, therapies and services can do to help alleviate pain, restore health, and extend life. We challenge ourselves and each other to make tomorrow better than yesterday. It is what makes this an exciting and rewarding place to be.

We want to accelerate and advance our ability to create meaningful innovations - but we will only succeed with the right people on our team. Let's work together to address universal healthcare needs and improve patients' lives. Help us shape the future.

Geographic Location

The 2025 GCCM summer internship position is a hybrid position (some remote, some in office) **based at Operating Headquarters** in Fridley, MN. We offer competitive pay, housing assistance with relocation expense reimbursement (for out-of-state interns)*, a transportation stipend, and educational and social events throughout the summer.

*(for out-of-state interns) = for interns relocating 50 or more miles

Compensation: \$22.00- 23.50/hour based on year in school

Online Application

To apply:

1. Complete the above online application
2. Email resume to nicholasneptune@lagrant.com and kimhunter@lagrant.com.





Summer Intern - 2025

TrailRunner
International

Locations: New York, Dallas, Nashville, TN,
Truckee, CA

Who Can Apply?

- College rising seniors, recent graduates and graduate degree students.

Application Deadline: December 7, 2024

The strategic communications consultancy TrailRunner International is seeking high-energy, detail-oriented, service-minded interns to support the firm's clients around the world. Interns work 40 hours per week starting June 2 - August 1, 2025, in any of the following **office locations: Dallas/Fort Worth, Nashville, New York City, and Truckee, California.** **Our internship program is available to college rising seniors, recent graduates and graduate degree students.** TrailRunner interns serve as the pipeline for our full-time two-year Analyst (new graduate) positions. 70% of our Analysts begin their careers at TrailRunner as interns.

The TrailRunner internship program is a paid internship designed to be educational, gratifying and valuable. Each intern will be assigned to 2-4 client teams and will work as an active team member. Interns will have structured assignments, regular check-ins, and additional development resources along the way. Our goal is to ensure that interns learn about the communications industry and develop their skills including research, writing, pitching and organizational skills such as project management.

Program Highlights

- Work with TrailRunner's Human Resources team to identify and set your internship objectives
- The opportunity to work on 2-4 client teams
- A central repository of internship projects and work assignments to ensure thoughtful distribution of work
- Weekly all-intern meetings to share experiences, learnings, challenges and solutions
- 360 Learning: An opportunity to deliver a presentation/workshop to the entire global team
- Workshops/ "Lunch & Learns" led by seasoned TrailRunner professionals on relevant topics, such as media relations, crisis communications, client service best practices, and IPO communications.

- A book club, featuring a book to hone your leadership and professional skills, facilitated by experts in the field
- Career coaching and guidance

Key tasks and responsibilities

- Assist client teams in providing exceptional communication support to TrailRunner International's global clients
- Compile and maintain media lists of relevant reporters, publications, conferences and awards for client awareness; assist in researching, briefing and coordinating events, interviews, conferences, podcasts and other client initiatives
- Produce high quality first drafts of memos, briefing documents, research and analysis, and other common client-driven work products
- Coordinate project plans, internal meetings and initiatives on client accounts
- Research and complete business briefings for current and prospective clients
- Monitor and maintain client topical awareness on relevant industry, competitor and company news
- Research and summarize broader trends in the media
- Use conventional and creative means to gather intel on behalf of clients and prospects
- Learn and adapt in an extremely fast-paced, ever changing environment

Background and qualifications

In addition to strong writing, research, and analytical skills, success as an Intern requires an unwavering commitment to helping clients and teammates win. The ability to maintain poise and good humor in dynamic, high-intensity situations is highly valued, given the nature of the work and the firm's inclusive, collaborative culture. Candidates should possess a strong work ethic, personal drive and intellectual curiosity.

- Proficient in MS Word, Excel and PowerPoint.
- Excellent written and verbal communication skills.
- Strong attention to detail, analytical, and research skills.

- Commitment to teamwork, learning, and excellence and a high degree of integrity
- Ability to organize and prioritize work.
- A degree in public relations, communications, finance, business, or other related field is helpful but not required

About TrailRunner International

Headquartered in Dallas/Fort Worth, TrailRunner International is a global strategic communications firm that provides crisis communications, financial communications, and ongoing corporate communications support to the world's top enterprises, institutions, and individuals. The firm is experiencing significant growth driven by its signature commitment to client service and is committed to hiring entry-level, mid-career, and senior communications professionals from diverse backgrounds who share its founders' obsessive focus on helping their clients win. For more information about TrailRunner International, go to www.trailrunnerint.com.

Online Application:

[TrailRunner International 2025 Summer Internship NYC](#)

[TrailRunner International 2025 Summer Internship DFW](#)

[TrailRunner International 2025 Summer Internship Truckee California](#)

[TrailRunner International 2025 Summer Internship Nashville](#)

To apply:

1. Complete the above online application
2. Email resume to nicholasneptune@lagrant.com and kimhunter@lagrant.com.

Burson

Multiple Roles

Locations: Multiple

Burson

Burson is hiring for the following roles:

- Assistant Account Executive, Corporate & Consumer - Los Angeles
- Account Supervisor, Consumer Brand Public Relations, Sports - New York
- Copywriter - Chicago
- Copywriter - New York

To apply:

1. **Complete the above online application**
2. **Email resume to nicholasneptune@lagrant.com and kimhunter@lagrant.com.**



Employee Communications Manager

Locations: Bellevue, WA, Overland Park, KS

T-Mobile

We are seeking a highly skilled, experienced Communications Manager who will drive key communications initiatives related to the employee experience at T-Mobile. A key focus area will be development and delivery of communications highlighting our robust Total Rewards package. This individual will lead communications for initiatives including compensation, our annual Employee Stock Grant, Employee Stock Purchase Plan, and other benefits programs ranging from health and wellness to unique resources and discounts. They will quarterback communications development, act as a communications subject matter expert, set strategy and narrative for Team Magenta, and partner closely with senior leaders to develop and implement internal communications strategy and content.

We're looking for someone who can bring new ideas and a passion for employee experience, someone who can dig in and drive action quickly, someone who is collaborative and creative, a critical problem solver, knows how to get others on board, and rolls up their sleeves to get the job done. This person will be a key contributor to initiatives that bring T-Mobile's vibrant culture to life – rooted in our values and enabling employees to grow their careers here.

**** This is a hybrid role (3 days/week in the office) and can be based in Bellevue, Washington or Overland Park, Kansas ****

Job Responsibilities

- Lead strategy and planning for our Total Rewards communications; responsible for the overarching narrative of how T-Mobile invests in employees, tying together key employee programs and moments, focusing on benefits, compensation, stock and time away.
- Plan and complete communication campaigns; create and edit clear, cohesive, concise, and compelling content for comms channels including the company intranet, digital signage, emails and supporting resource materials, such as talking points, presentations and FAQs.
- Act as primary comms support for other Total Rewards programs and change management initiatives, including sharing pertinent information to a network of internal communications partners embedded in our lines of business.
- Measure and evaluate the effectiveness and impact of the communications; solicit feedback from employees and partners; change and evolve approach, as necessary, based on data and insights

- Partner with HR, finance, legal and design teams to ensure the accuracy, consistency, and compliance of key messages, actionable steps, and final materials.
- Collaborate with the internal communications and marketing teams to align the tone, style, and branding with the company's vision and values.

Qualifications:

- 5+ years of experience in internal communications and/or developing & driving complex communication plans in a fast-paced, high-volume corporate environment.
- Bachelor's degree in Communications, Journalism, English, PR, Organizational Leadership, Business Administration or related field; or equivalent experience. Experience in employee rewards and benefits is a plus.
- Exceptional writing and presentation skills; ability to adjust tone and style by audience.
- Strong project management skills; ability to lead/oversee multiple projects simultaneously.
- Experience advising senior-level leadership.
- Strong cross-functional collaboration and organizational skills, with the ability to lead through ambiguity.
- Understanding of how internal communications efforts impact the business; ability to communicate impacts with partners.
- Analytics oriented; seeks out opportunities for data-based decision making and success measurement.
- Self-starter who takes initiative.
- Strong attention to detail with a steadfast focus on quality, accuracy and employee experience.
- A great teammate with a passion for building and maintaining strong connections.

- At least 18 years of age
- Legally authorized to work in the United States

Base Pay Range: \$74,100 - \$133,700

Corporate Bonus Target: 15%

The pay range above is the general base pay range for a successful candidate in the role. The successful candidate's actual pay will be based on various factors, such as work location, qualifications, and experience, so the actual starting pay will vary within this range.

Online Application

To apply:

1. Complete the above online application
2. Email resume to nicholasneptune@lagrant.com and kimhunter@lagrant.com.

Sr PR Communications Specialist, Hispanic PR Program

**Locations: Bellevue, WA, Overland Park, KS,
Frisco, TX**

Job Overview

We don't do PR like the other carriers. We've built a brand that's bold, creative and takes chances. Want to get more media coverage on the launch of a new device? Let's hire stunt performers to set world records for the fastest text messages while being towed on water skis by a blimp. Want to increase awareness of our 5G leadership in unique ways? Let's launch our own line of gin. Yeah, those really happened. That kind of magic takes creativity and a strong will to make it happen.

Job Responsibilities:

One of our core functions is the strategy and execution of our Hispanic PR program. We are a leader in the Hispanic wireless market, and we want to continue growing this important customer segment. We are looking for a bilingual (Spanish) Senior PR Communications Specialist to help deliver our day-to-day Hispanic media relations work and paid/creative PR tactics. We want someone who loves the thrill of landing a big story in a local or national

Hispanic news outlet. You'll be supporting all of T-Mobile's Hispanic PR initiatives while helping to improve internal operations across the PR organization. It's a highly visible role, with partners across PR and marketing. You will find creative ways to drive operational efficiencies across the employee communications and public relations teams, to help everyone work better together.

**** This is a hybrid role (minimum 3 days/in the office) and can be located in Bellevue, WA, Frisco, TX, or Overland Park, KS ****

Qualifications:

- Bachelor's degree in PR, Communications or a related field.
- 3-5 years experience in writing or corporations communications at a growing fast paced, large volume marketing, communications, and/or PR agency
- Demonstrated professional fluency (written and verbally) in both English and Spanish
- Strong knowledge of local and national Hispanic news outlets and social influencers.
- Understanding of social media's impact on media relations. Experience manufacturing media coverage without hard or breaking news.
- Attention to detail and commitment to accuracy.
- Sound judgment, skills for earning trust and developing meaningful relationships.
- Calm under pressure amid tight deadlines.
- Thrives in a fast-paced culture of change and innovation
- Ability to work independently but know when to bring relevant and timely updates to the forefront at the right time.
- A self-starter who takes initiative rather than waiting for direction
- Excellent follow-through skills
- Ability to travel (~10%).

- At least 18 years of age
- Legally authorized to work in the United States

Travel:

Travel Required (Yes/No):Yes

Base Pay Range: \$57,900 - \$104,500

Corporate Bonus Target: 10%

The pay range above is the general base pay range for a successful candidate in the role. The successful candidate's actual pay will be based on various factors, such as work location, qualifications, and experience, so the actual starting pay will vary within this range.

Online Application

To apply:

1. Complete the above online application
2. Email resume to nicholasneptune@lagrant.com and kimhunter@lagrant.com.





Senior Copywriter

Real Chemistry

Location: Remote

Working at Real Chemistry and in the healthcare industry isn't just a job for us. We got into this field for different reasons, but we all stay for the same reason – to uncover insights, make meaningful connections, infuse creativity, and improve the patient experience by transforming healthcare through AI and ideas.

Real Chemistry creates the world around modern therapies with over 2,000 talented professionals, and for the last 20+ years has, carved out its space at the intersection between healthcare, marketing and communications, data & AI, and the people at the heart of it all. We work with the top 30 pharma and biotech companies and are built for uncommon collaboration—we believe we are best together, bring together experts from a wide range of disciplines collaborate without barriers under a single, unified mission: to transform what healthcare is to what it should be. This one-of-a-kind model allows us to work in a way that better reflects how people experience healthcare—all with the intent to transform healthcare from what it is to what it should be. But we can't do it alone – you in?

Job Summary

21GRAMS is looking for a Senior Copywriter. The Senior Copywriter is responsible for generating ideas for advertising and promotional copy, and developing texts from draft stage through finished product. The Senior Copywriter works closely with an Art partner, and the Creative and Account teams to execute on-brand solutions to client's marketing strategies and objectives within specified deadlines.

Responsibilities

- Concept and develop creative materials for a variety of mediums and audiences
- Participate in strategic and tactical meetings and brainstorm internally and with clients to develop effective campaigns
- Present concepts internally and incorporate feedback
- Follow copy through agency process on all pieces, reviewing and editing all copy for clarity, accurate grammar, and punctuation
- Partner with Art Directors, Producers, Account team, and Editorial to ensure work is on target and on deadline

Required Skills & Experience

- 3+ years of healthcare advertising experience preferred

- Knowledge, background and/or interest in advertising and medicine
- Ability to work well within a team setting
- Exhibits crucial problem-solving ability
- Healthcare/ Pharma Experience Required

Pay Range: \$85,000- \$100,000

Online Application

To apply:

1. **Complete the above online application**
2. **Email resume to nicholasneptune@lagrant.com and kimhunter@lagrant.com.**





Multiple Roles

Amazon

Locations: Seattle, WA, Nashville, TN, Arlington,
VA

Amazon is hiring for the following roles:

- Business Operations Manager, Communications & Corporate Responsibility, Ops & Tech - Seattle
- Social Analytics Manager, Global Social Media, Communications – Seattle
- PR Specialist, Seller Experience, Selling Partner Services PR – Seattle, Arlington
- PR Specialist, Issues Management, Core Retail and Stores Trust and Reputation – Seattle, Arlington
- PR Manager, Amazon Ads Comms – Seattle
- PR Manager, Amazon AI – Seattle, San Francisco
- Communications Manager, Operations Internal Communications – Arlington, Nashville, Seattle
- PR Manager, Latin- Iberia , Amazon Music and Wondery – Miami
- PR Manager, Worldwide Sustainability, Energy – New York, Arlington, Seattle
- Sr. Editor, Employee Experience, Internal Corporate Communications – Seattle, Arlington
- Sr. Tech Editor, Internal Corporate Communications – Arlington, Seattle
- PR Manager, Developers – Seattle, Arlington
- PR Manager, Devices & Services – Seattle
- PR Manager, AI & ML – Arlington, Seattle
- PR Manager, Business & Product, Project Kuiper – Seattle
- Senior PR Manager, Consumer, Devices & Services – New York
- Sr. PR Manager, Kindle, Tablets, Kids, Amazon Devices & Services - Seattle
- PR Specialist, Seller Experience , Selling Partner Services PR - Seattle
- PR Specialist, Issues Management , Core Retail and Stores Trust and Reputation - Seattle
- PR Manager, Devices & Services - Seattle
- PR Manager, Developers - Seattle
- PR Manager, Business & Product, Project Kuiper - Seattle
- Sr. PR Manager, Kindle, Tablets, Kids, Amazon Devices & Services - Seattle
- PR Manager, Business & Product, Project Kuiper - Seattle
- Sr. PR Manager, Kindle, Tablets, Kids, Amazon Devices & Services - Seattle

To apply:

1. **Complete the above online application**
2. **Email resume to nicholasneptune@lagrant.com and kimhunter@lagrant.com.**



FINN Partners

Multiple Roles

Locations: Multiple

FINN Partners is hiring for the following roles:

- Tech PR Account Supervisor (Atlanta)
- Tech PR Account Supervisor (Boston)
- Tech PR Account Supervisor (NYC)
- Tech PR Associate Vice President (Atlanta)
- Tech PR Associate Vice President (Boston)
- Tech PR Associate Vice President (NYC)
- Public Relations Account Supervisor, PreK-12 Education (New York City or Washington D.C.)

To apply:

1. **Complete the above online application**
2. **Email resume to nicholasneptune@lagrant.com and kimhunter@lagrant.com.**

RALPH LAUREN

Employee Communications Manager

Location: New York, NY

Ralph Lauren

Company Description

Ralph Lauren Corporation (NYSE:RL) is a global leader in the design, marketing and distribution of premium lifestyle products in five categories: apparel, accessories, home, fragrances, and hospitality. For more than 50 years, Ralph Lauren's reputation and distinctive image have been consistently developed across an expanding number of products, brands and international markets. The Company's brand names, which include Ralph Lauren, Ralph Lauren Collection, Ralph Lauren Purple Label, Polo Ralph Lauren, Double RL, Lauren Ralph Lauren, Polo Ralph Lauren Children, Chaps, among others, constitute one of the world's most widely recognized families of consumer brands.

At Ralph Lauren, we unite and inspire the communities within our company as well as those in which we serve by amplifying voices and perspectives to create a culture of belonging, ensuring inclusion, and fairness for all. We foster a culture of inclusion through: Talent, Education & Communication, Employee Groups and Celebration.

Position Overview

The **Employee Communications Manager** is a multi-faceted role with responsibility for employee storytelling and using communications to drive connectivity for employees to the Company's Next Great Chapter: Accelerate strategy, critical People initiatives, and RL key cultural moments. The individual in this role will interface with Regional and Corporate communications leads, and various stakeholders across the organization (DEI and other People Team COEs, Shared Services, The RL SPP and Foundation teams, Design with Intent, and Sustainability team) to regularly develop and implement best-in-class communications that engage, inspire, and educate employees.

This role will report to the Head of Global Employee Communications. The ideal candidate will have strong writing skills, be agile, experience navigating a matrixed organization, leading impactful communication initiatives, implementing KPIs and reporting against those metrics, and working cross-functionally to achieve objectives.

Essential Duties & Responsibilities

- Support proactive storytelling, including posts for weekly newsletter and Workplace, developing comms toolkits for key moments, inputting updates for KPI recaps, and maintaining messaging and assets on shared drive.
- Participating on bi-weekly global Employee Comms calls to share plans on upcoming key moments throughout the year, work in close partnership with People team on People-related communications to the global organization, partner with corporate team on narrative and external engagement opportunities for the DEI officer and other relevant spokespeople for People topics.
- In partnership with the Head of Employee Comms, serve as a key liaison with People team to support executive engagement at key events, proactive storytelling opportunities throughout the year, and key updates on how the People team enables business success.
- Initiate proactive story-mining to elevate global initiatives and associates internally and across our owned external channels, including working with the Regional Comms and DEI leads, corporate comms team, and TA Engagement team on editorial plans.
- Support the ideation and creation of dynamic multimedia content to ensure our next-generation internal engagement programming delivers against our strategic plan objectives and success metrics.
- Support coordination of communications of major initiatives, including, but not limited to DEI Courageous Conversations, Artists in Residence, Career Aspirations Day, Benefits, Performance Management, Workday module implementations, Office Moves, etc.
- Develop and maintain strong, productive relationships with business partners across departments and regions.
- Manage core protocols, documents and principles that bring efficiency to the team and Company and support streamlined workflow, efficiencies, and content-sharing.
- Develop and manage internal processes to enhance global coordination and alignment of communications activities.
- Help manage the global corporate editorial calendar for the Company.
- Develop measurement to demonstrate impact including but not limited to standardized surveys and engagement dashboards.

Experience, Skills & Knowledge

- Several years communications experience; internal communications experience is a must.
- Established track record project managing large, matrixed projects.
- Natural curiosity and strong storyteller
- Experience developing, managing, and measuring impact of campaigns.
- Hands-on experience executing effective communication for diverse internal stakeholder populations (office-based, retail, managers, etc.)

- Excellent verbal and written communications and editing skills, including interpersonal and presentation skills – PowerPoint plan development, talking points, executive briefing documents.
- Proven ability to think ahead, engage proactively and take initiative.
- Self-starter approach to work and strong problem solver; ability to work in an ambiguous environment and deliver results.
- Strategic and execution oriented – must have the ability to deliver high quality initiatives to tight deadlines and on budget, in a pressurized environment.
- Knowledge of how to develop communications strategies to bring about perception change and build understanding of new direction.
- Minimal travel required.

Pay Range: The pay range for this job is \$62500 - \$146000 annually; actual pay is dependent on experience and geographic location.

Online Application

To apply:

1. **Complete online application**
2. **Email resume to nicholasneptune@lagrant.com and kimhunter@lagrant.com.**





Clinical Content Strategy Manager

Location: Memphis, TN

**Methodist Le
Bonheur
Healthcare**

Summary:

Responsible for supporting the clinical communications strategy, including the development of content across all communications vehicles both internal and external. Role also ensures the quality, timeliness and accuracy of content and supports the strategies and overall goals of our facilities/system. Manages content contributions and strategies. Plays a key role in development of content as a writer and editor and oversees a content editorial committee with clinical focus. Leads communications initiatives focused on ensuring providers and clinical staff have up-to-date information on strategic directives and policy updates. Models appropriate behavior as exemplified in **MLH Mission, Vision and Values**.

Required:**Education**

- Bachelor's Degree in Marketing, Journalism, English, Communications or related field.

Work Experience

- Must have at least five (5) years of progressive experience with writing, editing, and communication for electronic media at a high level.

Reports to:

- Director, Strategic Communications

Knowledge/Skills/Abilities:

- Expert knowledge of Microsoft Office and ability to learn new computer applications.
- Knowledge of strategic communications planning, preferably in a healthcare setting targeted to physicians or clinicians.
- Ability to handle a heavy, complex workload, several tasks simultaneously, solve problems and meet tight deadlines.
- Ability to understand communications and marketing concepts, as well as write and edit content to target audiences.

- Excellent organizational skills, with ability to manage projects from inception through completion and works independently.
- Familiarity with the connection between electronic communications and the internet and an institution's overall marketing and communications strategy.
- Ability to interact positively and effectively with Associates at all levels within the organization, as well as vendors.
- Ability to produce content geared to the needs and preferences of internal and external customers.
- Ability to understand and relate to other Associates the content management system knowledge.

Key Job Responsibilities:

- Responsible for overall communications strategy related to physicians and other clinically-focused audiences.
- Develops clear and engaging content that relevant to clinical audiences and is consistent with the company's brand image and values.
- Analyzes and conducts research to identify trends and anticipate clinical communications needs.
- Develops, execute and maintains clinical content strategy.
- Leads an editorial committee with stakeholders from across the organization, including physician leaders, to ensure that content meets the outlined content strategy, and delegating tasks when needed and providing feedback.
- Performs measurement and analysis to assess how well existing content is performing.
- Performs content gap analyses to determine what type of clinical content is missing and what is needed.
- Creates, adjusts, and manages the editorial calendar.
- Works in concert with External and Internal Content Strategy Managers to align messaging when appropriate.
- Establishes style guides that specify the writing style and tone needed to create engaging content.
- Develops a solid understanding of the target audience through online and traditional market research.
- Performs other job functions as assigned or requested.

Supervision Provided by this Position:

- There are no supervisory responsibilities assigned to this position. However, the incumbent works as a project leader and oversees the work of others on specific projects.

Physical Demands/Conditions:

- The physical activities of this position may include climbing, pushing, standing, hearing, walking, reaching, grasping, kneeling, stooping, and repetitive motion.
- Must have good balance and coordination.
- The physical requirements of this position are: light work - exerting up to 25 lbs. of force occasionally and/or up to 10 lbs. of force frequently.
- The Associate is required to have close visual acuity to perform an activity, such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; or extensive reading.
- The conditions to which the Associate will be subject in this position: The Associate is not substantially exposed to adverse environmental conditions; job functions are typically performed under conditions such as those found in general office or administrative work.

To apply:

1. Email resume to **nicholasneptune@lagrant.com** and **kimhunter@lagrant.com**.

Senior Communications Specialist

Location: Memphis, TN

Summary:

The Senior Communications Specialist is responsible for supervising the communications function for assigned internal clients and departments, including development, implementation, and evaluation of communications plans and programs. Supervises the collection and reporting of information in one vision. Models appropriate behavior as exemplified in **MLH Mission, Vision and Values**.

Required:

Education

- Bachelor's Degree in Marketing, Journalism, or related field.

Work Experience

- Three (3) of experience in a service industry, ad agency or related field.

Reports to:

- Director, Communications

Knowledge/Skills/Abilities:

- Must possess extensive skill in oral, writing and all aspects of communication. Must have analytical skills, be flexible, highly organized and able to work without close supervision.
- Must have experience in supervising the execution of creative strategies that achieve intended results, and a thorough understanding of electronic and print advertising production, media buying, and their associated costs.
- Working knowledge of word processing.

Key Job Responsibilities:

- Working knowledge of word processing.
- Supervises the communications function for specific hospitals/areas/practices and writes and coordinates strategic plans for specific hospitals/areas.
- Plans, gathers data, and analyzes reports necessary for the development and monitoring of communications plans, which include budget, action plan, time table and tracking mechanism.
- Supervises the implementation of communications plans by serving as project leader and assigning aspects of the project to appropriate creative staff.
- Monitors the results of communications strategies and tactics using those results to recommend further action.
- Plans and coordinates projects including strategic and creative development of printed materials and other promotional materials.

Supervision Provided by this Position:

- There are no official supervisory responsibilities assigned to this position.

Physical Demands/Conditions:

- The physical activities of this position may include climbing, pushing, standing, hearing, walking, reaching, grasping, kneeling, stooping, and repetitive motion.
- Must have good balance and coordination.
- The physical requirements of this position are: light work - exerting up to 25 lbs. of force occasionally and/or up to 10 lbs. of force frequently.
- The Associate is required to have close visual acuity to perform an activity, such as preparing and analyzing data and figures; transcribing; viewing a computer terminal; or extensive reading.
- The conditions to which the Associate will be subject in this position: The Associate is not substantially exposed to adverse environmental conditions; job functions are typically performed under conditions such as those found in general office or administrative work.

To apply:

1. Email resume to nicholasneptune@lagrant.com and kimhunter@lagrant.com.

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See what's happening on our social sites:

