



CITY OF  
**VIRGINIA  
BEACH**

## Media Relations Intern

The Convention and Visitors Bureau is in search of a Media Relations Intern to report to the Director of Media Relations, who oversees local, regional, and international media relations for economic development, leisure travel and internal business unit clients including, sports marketing, meetings and conventions, group tour, resort management and convention center.

**Day to Day duties can include, but are not limited to:**

- Assist the Director of Media Relations with writing, editing, and distributing press releases and media advisories
- Assist with planning, organizing and attending in-market travel media familiarization tours
- Assist with securing earned media coverage
- Assist with communications involving and stakeholders & partners
- Other duties as assigned in support of the department's media operational goals.

**Expected Schedule / Hours:**

Candidates will work Monday through Friday and around 15-20 hours per week with flexibility for the ideal candidate. The applicant is responsible to provide their own transportation to work and housing during the internship.

**Expected Start Date:**

November 2025

**Expected End Date:**

January 2025

**Required Education:**

Candidates seeking a degree, preferably in; Communications, Public Relations, Marketing or any related degree.

**Preferences:**

- Familiarity with travel & business development/economic development outlets, sites, publications and writers / editors
- Highly skilled at written and oral communications
- Be skilled at managing multiple tasks simultaneously and work well under pressure
- Enjoy planning and managing events, from meetings to media and influencer events
- Be meticulous in attention to detail, communications and schedules, often under tight deadlines
- Be a clear, candid and succinct communicator
- Proficiency with Microsoft, PowerPoint and Excel social media platforms (Facebook, X-app, Pinterest, Instagram, LinkedIn)

**Application Deadline:**

September 21<sup>st</sup>, 2025

**Compensation (depends on academic year):**

- Freshman/Sophomore: \$15/ hour
- Juniors/Seniors: \$16/ hour
- Graduate Students: \$17/ hour

**Application Process:**

Interested candidates will need to complete an application for the Internship Program (Requisition #44589) by visiting [www.vbgovcareers.com](http://www.vbgovcareers.com).

Please include Cover Letter, Resume, and Transcript (unofficial will be accepted).

Incomplete applications will not be considered for the internship program.

References may be requested at time of interview. If you have any questions regarding this posting, please contact [HRRecruit@vbgov.com](mailto:HRRecruit@vbgov.com).

**APPLY TODAY!**

*The City of Virginia Beach is an Equal Opportunity Employer and does not discriminate based on age, sex, religion, national origin, race, disability, or political affiliation.*