



Public Relations Intern

Part-time

Iron Speed, Inc. is an early stage software company that produces Iron Speed Designer, a software tool for developing database and reporting Web applications without programming.

Description: You will assist our marketing effort by implementing and managing a public relations program that generates press interviews and article placements. And, you will interact closely with the media and our senior management.

This position is ideal for a marketing communications major interested in a career in public relations.

Primary Job Responsibilities:

- Contact members of the press to introduce them to Iron Speed Designer.
- Arrange press interviews with our Chairman and chief product spokesman.
- Follow up with press contacts after interviews to ensure they have all materials and information necessary to publish articles about Iron Speed Designer.
- Draft and submit press releases to relevant media.
- Develop and manage press contact list. Schedule and track press contacts in online database.
- Cultivate press relationships over time and across multiple product releases.

Job Requirements:

- Excellent written and verbal communication skills and professional demeanor.
- Strong people orientation with the ability to listen, work and resolve issues.
- Dynamic self-starter able to succeed with minimal supervision in a demanding startup environment.
- Able to spend approximately 2-3 hours per day at Iron Speed's offices.
- Detail-oriented, technically proficient with aptitude for learning new things quickly.

Education:

- Bachelors degree candidate (BA/BS) in marketing communications or public relations

Salary:

- This is a paid internship.

Location:

- 2870 Zanker Road, San Jose, CA
- Our office is very close to San Jose Light Rail, an easy commute from San Jose State.



To Apply:

- Please e-mail your resume rsubmit@ironspeed.com
- Principals only please.
- Visit www.ironspeed.com for more information.