

## Summer 2025 – Communications Trainee with Russo Partners

This paid internship will be reserved for a college student from an under-resourced group, through Project Onramp, for the summer of 2025.

On-site position    Remote work position    Hybrid position

**RUSSO PARTNERS** | <https://russopartnersllc.com/>

At Russo Partners, we're more than just PR and IR professionals – we're PhD scientists, journalists from television and radio, tech engineers and social media marketing experts – all working together as your team. We collaborate on integrated communications for digital technology, mobile communications, biopharma, medtech, digital health, diagnostics, healthcare IT and healthcare services companies worldwide.

We've been partnering with innovators since our founding as Noonan/Russo more than 30 years ago. And we get results:

- National news coverage in multiple broadcast, digital and print media
- Social media campaigns with millions of impressions
- Strategic messaging and positioning
- Relationship building
- Award-winning clinical trial recruitment publicity

### JOB TITLE

Communications Trainee

### RESPONSIBILITIES

An intern is a communications trainee with high potential but little relevant work experience in the industry. Interns focus on learning professional public relations skills while working on a number of client programs and projects. This is intended as a learning position.

- Works actively to develop a broad understanding of the PR/IR business by performing a range of well-defined assignments
- Contributes actively in group and team meetings, as well as in brainstorming, developing and researching client programs
- Is familiar with communications plans for accounts and actively seeks to develop an understanding of clients' business and account objectives
- Keeps current on account issues and developments and understands clients' marketplaces and competitive environments
- Identifies and proactively pursues opportunities for getting involved and contributing to accounts and agency
- Develops media lists and other reports (e.g., competitor, consumer, legislative or interest group analyses) completely and accurately
- Assists in arranging meetings and events, including news conferences, analyst meetings, annual meetings and special events
- Assists in the development of storylines and other tactical program elements that further clients' objectives
- Prepares meeting conference reports, timelines and deliverables documents
- Monitors and analyzes media coverage and other relevant communications vehicles for clients and prepares accurate reports
- Learns how to prepare well-documented, thorough activities reports
- Completes timesheets daily and otherwise acts in accordance with agency policies and procedures

#### DESIRED MAJORS/MINIMUM QUALIFICATIONS

- For those without an advanced life science degree, the applicant must show a proven interest in public relations, marketing, journalism and/or science.
- For applicants with advanced science degrees, demonstrable business experience or training in communications, marketing or related fields in the life science industry is required.

#### YOUR INTERVIEW PROCESS

Standard process which includes submitting a resume, followed by meeting with the hiring team.

#### SCHEDULE

- Monday-Friday, business hours between 9am- 6pm ET
- Full-time through the summer beginning in May and ending in August with opportunity to continue working part-time throughout the school year

#### PAY RATE

\$20/hour

#### LOCATION

215 Park Ave S #1905, New York, NY 10003

*\*Assistance with transportation costs is available*

#### CANDIDATE PREFERENCES

##### Professional Development

- Understands and effectively utilizes both internal and external research capabilities, including research tools and databases
- Evaluates and analyzes information and data, including the development of succinct, accurate summaries and reports of research findings
- Works to enhance skills and comfort at conducting media outreach
- Demonstrates learning of the fundamentals of graphics, production and printing, video and broadcast, IT and emerging media
- Manages time for optimum productivity and demonstrates understanding of appropriate time commitments on projects
- Seeks other assignments when workload is light
- Contributes to agency meetings

##### Initiative and Problem Solving

- Is familiar with, and supports achievement of, the agency's vision and exemplifies the agency's values
- Operates with a high degree of independence but knows when to rely on own judgment and when to seek advice of supervisor and other team members
- Where appropriate, identifies and handles issues before they become problems
- Recommends solutions when problems arise
- Assists colleagues in problem-solving
- Proactively seeks and shares information with colleagues
- Participates actively in account team and staff meetings
- Displays work ethic and values of the firm in day-to-day behavior
- Takes initiative in setting her/his career path and learning her/his professional strengths and weaknesses
- Works with supervisor to identify and address training, education and skill-building needs

- Manages time effectively, meets deadlines, pays attention to detail, sets priorities for assignments, keeps supervisors informed of progress on a daily basis

Performance Standards

- Takes initiative to ensure that work is done accurately and in a timely manner
- Looks for new ways to help the team meet its goals
- Demonstrates strong communications skills (verbal and written)
- Acts as team player
- Takes initiative

Thank you for your partnership!

For more information and guidance, please contact [anna.perrotti@lifesciencecares.org](mailto:anna.perrotti@lifesciencecares.org)

