



## **PR Development Intern**

**Distant Village Packaging** is an exciting and rapidly growing international company specializing in the custom hand-made packaging for specialty businesses. Distant Village Packaging focuses on eco-friendly and sustainable development and is a passionate contributor toward the betterment of the local communities and people we work with.

We are actively seeking the right candidate to join our team as a part-time **PR Development Intern** at our office and showroom in Chicago. We offer a friendly and supportive working environment in which you will be challenged, valued, and encouraged to grow with our company.

### **Responsibilities include:**

- Researching conferences, events, grants, and awards that our company fit our company.
- Filling out applications for these awards, conference events, trade shows, grants, etc.
- Creating and editing a list of all of these events with applications deadline dates, etc.

### **Requirements:**

- Proficiency in Microsoft Office: Word, Excel, PowerPoint
- Highly organized & motivated
- Resourceful and quick learner
- Passionate about sustainability
- Excellent written and verbal communication skills

### **Benefits:**

- Academic Credit where applicable
- Professional Development & Guidance
- Hands-on, strategic responsibilities
- Sustainability training provided as well as networking with green businesses

For immediate consideration please send resume to [jobs@distantvillage.com](mailto:jobs@distantvillage.com), with subject *PR Development Intern*.

Internship hours are flexible although 20 hours per week commitment is preferred. This internship is unpaid.