

Alabama State Port Authority, Public Relations Intern

Background:

The Alabama State Port Authority is an international seaport. The major commodities handled at the port are coal, forest products, aluminum, iron, steel and frozen poultry. The port authority employs about 600 people.

Requirements:

Experience in the following software:

- Microsoft Word
- Excel
- Outlook
- PowerPoint
- Photoshop
- PhotoDraw
- DreamWeaver
- FrontPage

Experience in the following coursework:

- Public relations
- Web design
- Photography

Responsibilities:

- Help develop and change PowerPoint presentations for senior management and sales staff
- Take photos for the Alabama Seaport magazine and for file photo collection
- Clip news articles for scrap book
- Help plan special events
- Contact area businesses and governmental agencies
- Assist in sending press releases
- Assist Public Affairs staff and Executive Office staff with phones, faxes, email, etc.