



# Chylinski Media

chylinskimedia.com

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**Job Title:** Media & Communications Intern

**Reports to:** Drew Saias, Brand Assistant Manager

**Job Summary:** Chylinski Media launched in January 2020, helping family-owned & small businesses remain visibly present when their ideal customer needs them. Getting businesses on social media, branded across platforms, reaching their ideal consumer and maintaining a relevant presence within their community is the ultimate goal!

Chylinski Media adapts to all company's needs – time, budgets, etc. The experience looks different for everyone. Some clients are public, while others are confidential.

Chylinski Media is looking for someone who sees a future in the fast-paced lifestyle of communication, marketing and public relations and is ready to take on the challenge of an “all-in” position that also highlights work/life balance.

**Duties and Responsibilities (remote position, flexible hours):**

- Experience in graphic design (canva.com), social media content creation (photos & videos), copywriting (captions), marketing, public relations
- Experience in creating social content and brand management
- Assist in coming up with social content that is engaging & informative for the client
- Works well under pressure
- Strong communication skills, sense of self, willingness to speak up & excited to take on new challenges
- Has experience with the major social media platforms including Instagram, TikTok, Facebook, YouTube, Pinterest, etc.
- Brings all the A+ vibes, high energy & enthusiasm
- Apple products are preferred
- Must have a gmail account

**You are a good fit if:**

- You consider yourself a self-starter
- You are looking for something with flexibility and a “real-world” job feel as opposed to your typical random “intern tasks”
- You are interested in helping brands that directly impacts small businesses local & nationwide
- You are hardworking, motivated, and willing to adapt under a variety of circumstances

\*Can be used for college credit if needed.

If interested in this opportunity, email [drew@chylinskimedia.com](mailto:drew@chylinskimedia.com)  
with the subject line “Internship Opportunity”  
including your resume attached as a PDF that also includes your LinkedIn URL