Fitting Group
Account Management Intern

223 Fourth Avenue, 11th Floor
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www.fittingroup.com

Fitting Group is the region's only strategic branding agency specializing in Challenger Brands — companies willing to do things differently to become thought leaders in their industries.

Duties of intern:
The Account Management Intern will assist in the account management department – the team responsible for client service, project management and public relations – and report to the Account Executive.

Responsibilities include:
• Developing and assembling appropriate background information, research material and analysis in support of all client service functions
• Project management support including managing production and creative timelines and deadlines
• Assistance with the creation and upkeep of client materials including managing website updates
• Providing public relations support including research, building media lists, writing press releases, making follow-up calls and recording media coverage
• Supporting social media efforts across all platforms
• Maintaining all appropriate files on client projects and activities
• Performing various other duties as assigned by the Account Executive in collaboration with other team members

Requirements and skills: Strong organizational skills; research, writing and editing skills; strong communication skills; attention to detail; time management; facility with computer programs including MS Word, Excel and Outlook Skills that will be developed: problem solving; marketing and advertising industry knowledge; public relations; project management; client relations; creative thinking

Location: Account Management
Available Positions: 1
Compensation: unpaid
Academic Background: Business Management

Contact: Molly Schaefer, Account Coordinator
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Application procedure: e-mail; include cover letter