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## SEDA: Public Relations and Media Internships 2025/26 New Hiring

### Description

SEDA is offering exciting internship opportunities in Public Relations and Media to talented individuals who are eager to gain hands-on experience in a fast-paced and dynamic work environment. As a Public Relations and Media Intern at SEDA, you will have the opportunity to work closely with our seasoned professionals, contributing to various projects and initiatives that shape our public image and enhance our media presence.

### Responsibilities

1. **Media Monitoring and Analysis:**
  - Track media coverage and industry trends.
  - Conduct analysis of media impact and sentiment.
2. **Content Creation:**
  - Assist in the development of press releases, blog posts, and other written materials.
  - Contribute creative ideas for engaging and shareable content.
3. **Social Media Management:**
  - Support the planning and execution of social media campaigns.
  - Monitor and engage with our audience across social media platforms.
4. **Event Coordination:**
  - Assist in the planning and execution of events, both physical and virtual.
  - Collaborate with team members to ensure seamless event logistics.
5. **Relationship Building:**
  - Cultivate relationships with media outlets, influencers, and stakeholders.
  - Act as a liaison between SEDA and external partners.
6. **Research and Reporting:**
  - Conduct research on industry trends, competitors, and relevant topics.
  - Prepare reports on media coverage and PR metrics.

### Qualifications

- Currently enrolled in a relevant undergraduate or graduate program.
- Strong written and verbal communication skills.
- Familiarity with social media platforms and content creation.
- Basic understanding of public relations and media relations principles.
- Creative thinking and problem-solving skills.
- Ability to work independently and collaboratively in a team.

### Job Benefits

- Hands-on experience in public relations and media relations within the context of social and environmental development.

**Hiring organization**  
SEDA

**Employment Type**  
Intern

**Duration of employment**  
3 Months

**Industry**  
Government Administration

**Job Location**  
Pretoria, Gauteng, South Africa,  
0001, Pretoria, Gauteng, South  
Africa

**Working Hours**  
09

**Date posted**  
February 12, 2025

**Valid through**  
14.02.2028

- Networking opportunities with professionals in the field.
- Exposure to diverse projects that contribute to positive change.

## Contacts

### 1. Prepare Your Documents:

- Resume: Highlight your education, relevant coursework, work experience, and any related skills.
- Cover Letter: Express your interest in the internship, briefly introduce yourself, and explain why you are a suitable candidate. Discuss your passion for social and environmental issues and how your skills align with the position.
- Writing Sample (Optional): If available, include a writing sample that demonstrates your ability to create compelling content, such as a blog post, press release, or any relevant piece.

### 2. Compile Your Application:

- Combine your resume, cover letter, and any optional writing sample into a single document (PDF format is preferred).

### 3. Email Your Application:

- Address your email to the provided contact email address, which is typically mentioned in the job description.
- Use a clear and professional subject line, such as “Application for Public Relations and Media Internship – [Your Name].”

### 4. Body of the Email:

- In the body of the email, briefly introduce yourself and express your enthusiasm for the internship position.
- Mention the attached document and any other relevant details, such as your availability for an interview.

### 5. Attach Your Application:

- Attach the single document containing your resume, cover letter, and any writing sample to the email.

### 6. Submit by the Deadline:

- Ensure that your application is submitted by the specified deadline mentioned in the job description.

### 7. Confirmation:

- Once your application is submitted, you may receive an acknowledgment email confirming the receipt of your application.