**BrandLink Communications**

**Title:** Operations Intern  
**Location:** New York, NY  
**Job Type:** Co-op/Internship  
**Compensation Type:** Unpaid  
**Start Date:** 9/5/2017

**Job Description:** We have had great experiences with our interns each season, allowing them to choose the department they find most interesting, between Beauty, Consumer & Fashion, and Events & Marketing. Each team is integral in the day-to-day tasks and larger projects and events throughout the few months that they are here.

All interns are able to attend client events whether on the PR side or events side. Depending on when they start, interns typically get to see how an event is put on from initial brainstorming to the break down and recap. Our work environment is very collaborative and we work to ensure that the internship program leaves a strong impression and skill-set on each student, giving them a better grasp on the industry as a whole.

**Primary Responsibilities:**

The Operations Intern will get a hands-on experience as to what it is like to help run a business. Tasks include book-keeping, generating invoices, human resources, data organization, and more. Since the Operations Department is so small, the intern must be committed to the internship from the beginning- the work he or she does will be integral to the run of the company as a whole.

**Qualifications:** Students must be able to

- receive school credits
- work 15-20 hours per week from August/September to December.

**Application Instructions:** Please forward your resume to Cassandra Borgella at cassandra@brandlinkcommunications.com.

**About the organization:** BrandLink Communications is a corp-tique (corporate and boutique) communications agency offering the resources of larger corporate firms, with the hands-on attention of a boutique firm. Our core capabilities include media outreach, marketing, sponsorships, strategic partnerships, entertainment/VIP services and special event capabilities.

BrandLink Communications has headquarters with full showrooms in New York and Los Angeles, as well as a presence in regional markets, (primarily Miami, Washington D.C.) thus ensuring our clients have their finger on the pulse of consumers across the country.
BrandLink Communications counts some of the most recognizable brand names in today’s global marketplace across luxury, hospitality, beauty, fashion, consumer goods, spirits, media and entertainment industries among its clients.