Looking for that perfect internship or job? Find jobs, internships, scholarships and conferences every Thursday in the COM Messenger.

COM Career Services Office
640 Commonwealth Avenue
Boston, MA 02215
COM Room 201
(617) 353-3490
FAX: (617) 353-7111
www.bu.edu/com-csc
comjobs@bu.edu

COM Career Services Office Hours
Monday: 9:00a.m.-6:00p.m.
Tuesday: 9:00a.m.-5:00p.m.
Wednesday: 8:00a.m.-6:00p.m.
Thursday: 9:00a.m.-6:00p.m.
Friday: 11:00a.m. – 6:00p.m.

Resume Hours
Monday: 1:00p.m. – 6:00p.m.
Tuesday: 8:00a.m.-10:30a.m., 12:30p.m. – 4:00p.m.
Wednesday: 8:00a.m. – 1:00p.m.
Thursday: 8:00a.m.-10:30a.m., 11:30a.m. – 2:00p.m.

March 27, 2008

I. Announcements II. Internships III. Jobs

I. Announcements

2008 Public Relations and Communications Career Fair
Friday, April 4, 1:00-4:00p.m. at the BU School of Management Atrium, 595 Comm. Ave
Come to the third annual Publicity Club of New England public relations and communications career fair geared toward professionals in the greater Boston area. Bring your resume and meet the corporate communication departments and public relations agencies from Massachusetts. Visit www.pubclub.org for more information.

Massachusetts Production Coalition
Thursday, March 27 at High Output from 6:00p.m. for networking, 7:00-9:00p.m. for the meeting. Networking starts at 6:00p.m. followed by a meeting about MPC initiatives for 2008. Special presentations from Plymouth Rock Studios, producers of “On Broadway” and National Boston. Admission is free for MPC members and $15.00 for guests.
RSVP at http://www.evite.com/app/publicUrl/IGPDUTNAYHXFRUVVNBRU/mpcspring

Professional Development Event by BU and Simmons College Public Relations Student Society of America
Saturday, March 29, 10:00a.m. to 5:00p.m. at BU Photonics Center
Learn about social and digital media and make contacts for jobs and internships. The keynote speakers are Rick Murray, president of Edelman’s me2revolution and David Meerman Scott, author of “The News Rules of Marketing and PR.” Contact pradvanced@gmail.com for a registration form.

Help for TV students looking for a job
Getatvjob.com helps recent and soon-to-be graduates get jobs in television. Mike Perlow, president, works one-on-one with clients on job searching, resume improvement and creating demo tapes. E-mail or call him with any questions at 871-640-1912 or info@getatvjob.com

II. Internships

General Communication Internships

Creating Artist Space Intern
Artslink
Somerville, MA
Description:
Artslink is an initiative to support the preservation and creation of artist space in Massachusetts. Interns work with staff on specific support for artist space project developing, including further development of the Web site (www.ArtistLink.org and www.artspacefinder.com) and finalizing an artist space advocacy toolkit.
Pay: $500 stipend
Qualifications:
Work 8-10 hours a week for 8-10 weeks
Senior or graduate student
Familiarity with arts administration, nonprofit management, architecture, urban planning and/or cultural policy
Strong writing, interviewing and communication skills
Familiarity with spreadsheets, databases, and the Internet
How to Apply:
Submit resume and cover letter to penny.pimentel@art.state.ma.us. Cover letters should address the specific internship, the applicant’s professional goals and why an internship at the Massachusetts Cultural Council will help further those goals. More information is available at www.massculturalcouncil.org. Contact Penny Pimentel at 617-727-3663 x333.

Intern
The Business of Cultural Facilities
Description:
The Business of Cultural Facilities is one of the first programs in the country to provide millions of grant dollars to help arts organizations in Massachusetts construct new building, repair existing facilities and plan upcoming real estate projects. The intern will help staff research and assemble a tool kit.
Pay: $500 stipend
Qualifications:
Work 8-10 hours a week for 8-10 weeks.
Junior, senior or graduate student interested in management, real estate, urban planning or fundraising/development
Familiarity with business plans, asset management and/or green building.
Strong research skills
How to Apply:
Submit resume and cover letter to penny.pimentel@art.state.ma.us. Cover letters should address the specific internship, the applicant’s professional goals and why an internship at the Massachusetts Cultural Council will help further those goals. More information is available at www.massculturalcouncil.org. Contact Penny Pimentel at 617-727-3663 x333.

**Marketing/Advertising Internships**

Fashion/Marketing Intern
New York Family
New York
Pay: n/a
Responsibilities:
- Write for magazine, e-newsletter, Web site
- Work on fashion shows, cover shoots
- Act as shopper, fashion scout
How to Apply:
Send resume, cover letter and writing samples to Joy Sherwood, style director, at jsherwood@manhattanmedia.com.

**Public Relations Internships**

Intern
Lewis PR
Boston and Washington, D.C.
Pay: credit
Qualifications:
- Lots of energy
- Great attitude
- Interested in media and technology
- Knowledge of high tech is preferred
- Work a minimum of three months and receive college credit
- Working toward undergraduate degree with above-average GPA
- Prioritize work assignments
- Self-motivated
- Strong work ethic
- Outstanding written/verbal skills
- Team-oriented with sense of humor
Responsibilities:
- Provide administrative support to the PR executives
- Collaborate on research
- Report generation
- Maintenance and general office tasks
How to Apply:
For the Boston office send cover letters with dates available and resume to Christine Huynh, christineh@lewispr.com. For the D.C. office send resumes and cover letters to Lauren White at laurenw@lewispr.com.

Intern
Cone
Boston
Description:
Cone Marketing will be recruiting at the BU Net Impact Case Competition. The event is April 7 and the recruitment table will be set up from 3:30-5:00p.m. The internship program covers areas such as brand marketing, cause branding, corporate responsibility, crisis prevention and issues management, graphic design and new business. Interns work a minimum of 16 hours per week for college credit.

Pay: n/a

Qualifications:
Graduate student
Work 16 hours a week for college credit

How to Apply:
Submit resume to internships@coneinc.com. For information about the recruitment on April 7 contact wongh@bu.edu.

II. Jobs

General Communication Jobs

Programs and Communications Assistant
Americorps
Evanston, IL

Description:
This is a one-year commitment. Assist with planning, implementing summer tutors program including creating marketing materials, job-readiness workshops, evaluations, follow-up, document process/procedures for delivery of eight-week program, job placement. Assist with employer outreach, cultivation, conduct outreach, public awareness presentations and press releases.

Pay: n/a

Qualifications:
BA/BS
Excellent computer, graphic design, presentation, interpersonal, communication skills

How to Apply:
Applicants must be accepted into Americorps VISTA program. Apply online at www.americorps.org, identify Youth Job Center of Evanston, Evanston, IL. For info e-mail Sacella M. Smith, ssmithyjc@aol.com

Board Communications Coordinator
U.S. Green Building Council
Washington, D.C.

Pay: n/a

Qualifications:
BA/BS
Two years experience in nonprofit communications, administrations and communication skills
Experience with nonprofit governance
Prefer interest in nonprofit governance
Html skills

How to Apply:
E-mail resume, cover letter and salary requirements to E. Tarring, U.S. Green Building Council, Washington, D.C., jobs@usgbc.org; fax 202-478-5046; www.usgbc.org.

Marketing Communications Manager
National Fish and Wildlife Foundation  
Washington, D.C.  
Pay: n/a  
Qualifications:  
BA/BS in communications/marketing/PR/fine arts/graphic design/advertising  
Three years experience in design/print production/communications/marketing/PR/graphic design/advertising, excellent time management, organizational, analytical, communication skills  
Know Quark, Photoshop, Illustrator, InDesign.  
Travel  
Responsibilities:  
Design, produce, manage production of print, non-print communications/marketing materials  
Implement communications, marketing program guidelines, plans, quality control, media activities, special events, coordinate meetings, work with vendors.  
How to Apply:  
Send resume, cover letter, link to portfolio and salary requirements to Beth Christ Smith, National Fish and Wildlife Foundation, 1120 Connecticut Avenue NW, #900, Washington, DC 20036, e-mail HR5@nfwf.org (attachments in Word format).

Promotion Coordinator  
LKK Group  
Los Angeles, CA  
Pay: n/a  
Qualifications:  
BA/BS  
Strong written/oral communication skills in Spanish  
Experience in TV/radio promotions/sales  
Supervisory experience  
Excellent creative writing skills  
Prefer marketing/advertising degree  
Responsibilities:  
Evaluate sponsorship opportunities  
Conceptualize, execute TV station programming promotions  
Evaluate sponsorship opportunities  
Handle day-to-day management of promotions department  
Work with sales team  
Research new advertising avenues  
Develop online marketing plan  
Production experience  
How to Apply:  
Send resume and cover letter to HR Department, LKK Group, 1040 N. Las Palmas Avenue, Los Angeles, CA 90046; fax 323-933-1191.

Online Communications Coordinator  
Change to Win Labor Federation  
Washington, D.C.  
Pay: n/a  
Qualifications:  
BA/BS  
Three years experience in e-campaigning on issues or elections  
Strong analytical, project management, computer, writing, editing skills  
Know Photoshop
Commitment to social justice, labor movement

Responsibilities:
- Develop, implement online strategy for community/coalition-based campaign to win justice, improve livelihood of workers, recruit activists, supporters
- Manage database, Web site
- Write/edit Web site text, e-mail alerts.

How to Apply:
E-mail resume and cover letter to Deborah Berkowitz, Change to Win Labor Federation, Washington, DC, opportunities@changetowin.org, (subject: Online Communications Coordinator); www.changetowin.org.

Communications Associate
Defenders of Wildlife
Washington, D.C.
Pay: n/a

Qualifications:
- BA/BS/equivalent journalism/English/communication studies/public policy/broadcasting
- One year experience working with news media
- Excellent writing, communication skills
- Know MS Word, Windows
- Prefer know AP style

Responsibilities:
- Develop, implement media plans
- Coordinate events
- Write news releases, fact sheets, press materials, contact reporters, broadcast journalists, coordinate
- Publicize press events, teleconferences
- Develop copy, manage design of ads

How to Apply:
E-mail resume and cover letter to Human Resources, Defenders of Wildlife, 1130 17th Street NW, Washington, DC 20036, hr@defenders.org; www.defenders.org; fax 202-682-1331.

Video Editor
The William J. Clinton Foundation
New York
Pay: n/a

Qualifications:
- BA/BS
- Professional video editing experience
- Know various video formats
- Video compression, encoding techniques for use online, Final Cut Pro, Illustrator, Photoshop, Flash, YouTube, Maven, Compressor, DVD Studio Pro

Responsibilities:
- Produce short-form video content to highlight Clinton Foundation’s messages, programs.

How to Apply:
E-mail resume and cover letter to harlemjobs@clintonfoundation.org; www.clintonfoundation.org.

Web Producer
New York Academy of Medicine
New York
Pay: n/a
Qualifications:
  BA/BS
  Two-three years experience in Internet/new media production, online writing, graphics creation,
  optimization, multimedia production
  Know content management systems, Web site analytics
  Prefer experience with xhtml, Javascript, CSS, Photoshop
Responsibilities:
  Develop strategies for Web visibility for programs, events, research
  Create/manage multimedia content
  Produce multimedia presentations, blogs, intranet, wikis, digital media content
How to Apply:
  Send resume and cover letter to Human Resources, New York Academy of Medicine, 1216 Fifth
  Avenue, New York, NY  10029; www.nyam.org; e-mail hr@nyam.org (subject:  Web Producer).

Communications Specialist
ACLU of Southern California
Los Angeles, CA
Pay: n/a
Qualifications:
  Three years professional experience
  Excellent writing, communication skills
  Know Web site maintenance
  Ability to create, upload Web content
  Experience in journalism, media relations, editing, message development, creating advocacy
  materials, new media content
Responsibilities:
  Serve as primary writer
  Produce internal/external communications including opinion pieces, letters to editor, press
  releases, Web content
  Coordinate Web site, write action alerts, update action page
  Assist in media planning, media relations.
How to Apply:
  Send resume and cover letter to C. Durant, ACLU of Southern California, 1616 Beverly Blvd, Los
  Angeles, CA  90026; e-mail celeste@aclu-sc.org.

Communications Coordinator
Museum of Jewish Heritage-A Living Memorial to the Holocaust
New York
Pay: n/a
Qualifications:
  BA/BS
  Two-three years background in marketing, nonprofit field
  Strong writing skills, experience working with graphic designers, printers
  Prefer knowledge of Photoshop, InDesign
Responsibilities:
  Create, distribute ads, bimonthly calendars, invitations, e-bulletins, marketing materials
  Research potential partnerships, outreach opportunities for new audiences
  Analyze effectiveness of online marketing efforts
How to Apply:
  Send resume, cover letter and salary requirements to Human Resources, 36 Battery Place, New
  York, NY  10280; e-mail humanresources@mjhnyc.org.
Bilingual communications Specialist  
UFCW International Union  
Washington, D.C.  
Pay: n/a  
Qualifications:  
BA/BS  
One year writing, editing  
English to Spanish to English translation experience  
Excellent writing, organizational and communication skills  
Know word processing, desktop.  
Responsibilities:  
Write articles, newsletters, fliers, brochures, news releases, letters, reports, Web postings,  
Assist in press conference  
Prepare releases, advisories, photograph/videotape members, events  
Assist with communications programs.  
How to Apply:  
Send resume and cover letter to Bette Mercer, Director, Human Resources Office, UFCW International Union, 1775 K Street NW, Washington, DC  20006; fax 202-466-1501; e-mail resume@ufcw.org.

Communications and Database Manger  
Lupus Foundation of New England  
Framingham, MA  
Pay: n/a  
Qualifications:  
BA/BS  
Strong writing, Web, computer skills  
Two years nonprofit experience  
Web, html skills  
Responsibilities:  
Manage fundraising database  
Create mailing lists for special events, programs, newsletter mailings  
Manage/maintain online donations  
Create online events  
Work with Web designer  
Manage distribution of press releases  
Promote events  
Pitch media  
Place ads for upcoming events  
How to Apply:  
Send resume and cover letter to Human Resources, Lupus Foundation of New England, 40 Speen Street, #205, Framingham, MA  01701; e-mail elanjuin@lupusne.org.

Marketing and Development Writer  
Habitat for Humanity International  
Americus, GA  
Description:  
Prepare copy for print, electronic publications, prepare proposals for funding, newsletters, reports, brochures, manuals, Web content.  
Pay: $30K-$40K
Qualifications:
- BA/BS Eng/journalism/marketing/communications
- Two-five years professional experience as writer/editor
- Excellent writing, editing, organizational skills
- Prefer fundraising, grant writing experience.

How to Apply:
- Cut/paste resume/cover letter into applicant tracking system via habitat.org. Position with Habitat for Humanity International, 121 Habitat Street, Americus, GA 31709; www.habitat.org; e-mail staffing@habitat.org.

Communications Specialists
The New Teacher Project
New York
Pay: $45K
Qualifications:
- BA/BS
- Strong writing, editing, interpersonal, organizational, time management skills
- Prefer journalism/communications degree
- Customer service experience

Responsibilities:
- Write, edit, format mass communications including newsletters, program messages sent via e-mail
- Write/edit program documents, online content, update Web site
- Complete editing projects, respond to calls, e-mails from Fellows, applicants.

How to Apply:
- Visit www.tbe.taleo.net/NA5/ats/careers/requisition.jsp?org=THENEWTEACHERPROJECT&cws=1&rid=164; fax 212-590-2485; e-mail jobs@tntp.org.

Development Coordinator
League of America
Gaithersburg, MD
Pay: n/a
Qualifications:
- BA/BS
- Three years fundraising experience
- Excellent communication, organizational skills
- Know MS Office, database management programs

Responsibilities:
- Implement fundraising program
- Upgrade/renew gifts from individuals over $100
- Prospect research
- Appeals development
- Write, submit proposals
- Manage donor tracking

How to Apply:
- Send resume, cover letter and salary requirements to Izaak Walton at develop@iwla.org.

Development Coordinator
Bridgette Gray, Year Up, Inc.
Boston
Pay: n/a
Qualifications:
- BA/BS
- Excellent writing, project, time management skills
- Know MS Office Word, Excel, PowerPoint, Outlook
- Interest in working with urban young adults
Responsibilities:
- Create/send donor correspondence
- Coordinate/track donor mgmt activities
- Identify fundraising opportunities
- Maintain development files
- Create/update marketing materials
- Update Web site
- Assist with production of quarterly Web-based newsletter
- Coordinate/manage event mailings
- Assist with events
How to Apply:
- Send resume, cover letter to bgray@yearup.org (subject: Development Coordinator)

Development Associate
Bard Graduate Center
New York
Pay: n/a
Qualifications:
- BA/BS
- Three-four years fundraising experience
- Organized
- Writing, interpersonal skills
- Know Word, Excel, Raiser’s Edge (a plus)
Responsibilities:
- Manage database
- Plan/implement prospect cultivation events
- Organize/manage donor stewardship program
- Develop/coordinate alumni relations programs
- Write gift acknowledgments
- Assist with proposal writing, prospect research
- Organize/maintain filing systems.
How to Apply:
- Send resume, cover letter, salary requirements to Susan Wall, director of development, email devsearch@bgc.bard.edu.

Special Events Invitation and Database Coordinator
The Museum of Modern Art
New York
Pay: n/a
Qualifications:
- BA/BS
- Three years administrative experience
- Organized
- Know MS Office, database skills.
Responsibilities:
Initiate invitations, program, processes for museum event
Write copy
Oversee internal approval process through design, production, schedule
Supervise mailing of invitations, secure appropriate reception, dinner lists
Track affiliations, personal data.

How to Apply:
E-mail resume, cover letter and salary requirements to jobs@moma.org (subject: Special Events Invitation and Database Coordinator).

Assistant Webmaster
Cambridge Educational Access (CEA)
Cambridge, MA
Description:
CEA is the Cambridge public school department responsible for all programming on two Cambridge cable channels: Smart TV 98 and CPS 99. CEA-TV is looking for a friendly, Web-savvy intern to assist with regular Web site maintenance. Tasks will include uploading youth-produced content to our Web site at www.cpsd.us/ceatv, along with some possible design and layout work. Time commitment is flexible.
Pay: credit
Qualifications:
A basic knowledge of HTML is required
Feel comfortable modifying existing pages and creating new ones
How to Apply:
Contact Matt Landry at (617) 349-6635 or e-mail mlandry@cpsd.us for more information.

Strategy and Communications Associate
Echoing Green
New York
Pay: $35K-$45K
Qualifications:
BA/BS
Two years professional experience
Excellent interpersonal, time management, organizational problem-solving, computer skills
Responsibilities:
Design, implement, track projects
Conduct background research for speaking engagements
Maintain organizational materials
Assist with project proposals
Schedule meetings
Process applications, track new members
Assist on roll-out of expanded program
How to Apply:
Send resume and cover letter to Lara Galinsky, Echoing Green, 60 East 42nd Street, #520, New York, NY 10165; fax 212-689-9010; www.echoinggreen.org; e-mail lara@echoinggreen.org.

Development Associate
American Composers Orchestra
New York
Pay: n/a
Qualifications:
Two years development experience
Know institutional grant-seeking
Excellent writing skills

Responsibilities:
  Manage institutional grants
  Assist with individual giving
  Conduct prospect research
  Assist with fundraising, cultivation events.

How to Apply:
  Send resume, cover letter and writing sample to Barbara A. Burch, director of development at (fax) 212-977-8995; e-mail Barbara@americancomposers.org.

**Advertising/Marketing Jobs**

Sales Assistant
WODS-FM/Oldies 103.3
Boston
Description:
The sales assistant will act as a liaison between the sales manager and clients/buyers. You will work with the promotions department, helping to communicate client’s needs and adding creative ideas to each customized promotion. This position also requires communication between the sales department traffic and production to ensure all client needs are met.

Pay: n/a
Qualifications:
  Detail-oriented
  Professional
  Multitasker
  Exceptional organizational and computer skills
  Exceptional verbal and written communication skills
  Can direct and schedule their daily tasks in a proactive manner
  Positive attitude
  Ability to handle constant deadlines
  Self-starter, energetic, efficient
  Strong Microsoft Office skills

Responsibilities:
  Execute advertising campaigns and packages on-air, online, on-site
  Prepare, edit and finalize sales presentations and recaps
  Type memos and letters
  Create and maintain one-sheets and media kits
  Interact with traffic department to ensure smooth execution of sales records and track down missing copy and instructions
  Write orders and modifications in AE’s absence
  Act as liaison between AE’s and clients
  Record air checks
  Work with other sales assistant
  Perform general administrative duties

How to Apply:
  Send resume to Tina Murley, general sales manager, at tmurley@boston.cbs.com.

Assistant Account Executive
Frontline
Boston
Description:
   Assist promotion team, execute national publicity, outreach campaigns.
Pay: n/a
Qualifications:
   Two years experience
   Strong organization, writing, interpersonal skills
   Prefer BA/BS in communications
How to Apply:

Sales Associate
Entercom
Boston
Pay: n/a
Qualifications:
   BA/BS
   Strong communication skills
   Prefer outside sales experience
Responsibilities:
   Provide process marketing data
   Administrative duties
   Database entry
   Assist with external sales calls
   Assist with prospecting, conduct cold calls
How to Apply:
   E-mail resume and cover letter to bostonjobs@entercom.com.

Development and Marketing Associate
Citizens Union Foundation
New York
Description:
Pay: n/a
Qualifications:
   BA/BS
   Two years professional experience in development/marketing/pr position
   Strong communication, computer skills, online promotion
   Marketing experience
   Preferred background in news, politics, urban studies
Pay: n/a
Responsibilities:
   Implement marketing, promotion of organization, membership programs, advocacy activities, fund raising events,
   Research funding opportunities, potential donors
   Maintain press list
How to Apply:
   Send resume, cover letter and salary request to recruiting@citizensunionfoundation.org.

Business Account Manager
East River Development Alliance
New York
Pay: n/a
Qualifications:
  BA/BS marketing, business or retail
  Two-three years experience in sales, marketing, human resources
  Organized
  Time management, communication skills, commitment to social justice.
Responsibilities:
  Develop, implement job development strategy based on labor market data, local economic
devolution projects
  Identify entry level jobs for area residents, interview, screen,
  Match clients to identified jobs
  Plan employee recognition events, organize/implement quarterly job fairs
  Establish relationships with business partners
How to Apply
  Send resume and cover letter to Eskedar Getahun, East River Development Alliance, 12-11 40th
  Avenue, Long Island City, NY 11101; fax 718-784-1288; www.erdalliance.org; e-mail
  jobs@erdalliance.org.

Marketing Coordinator
Universalists Association of Congregations
Boston
Pay: $38.5K-$48K
Qualifications:
  BA/BS
  Marketing experience
  Background in publishing
  Strong writing, oral, presentation skills
  Know MS Windows, Word, prefer you know Unitarian Universalism, html, CMS, Acumen
Responsibilities:
  Create, execute marketing plans
  Write copy for catalogs, space ads, schedule/traffic materials through editorial, design, production,
  investigate, propose
  Initiate new/emerging forms of marketing
  Maintain contact with trade distributor
  Update/maintain titles on Web site
  Track expenses.
How to Apply:
  Send resume and cover letter to Patricia Frevert, Unitarian Universalists Association of
  Congregations at pfrevert@uua.org (subject: Marketing Coordinator).

Advertising and Promotions Manager
92nd Street Y
New York
Pay: n/a
Qualifications:
  BA/BS in English/communications/journalism/marketing
  Three-five years advertising experience
  Ability to buy print, radio, Web site advertising space
  Create copy
  Experience with direct mail, subscription campaigns, budgeting, computer skills,
  Knowledge of NY markets, media/advertising outlets.
Responsibilities:
- Advertising contract negotiations
- Research new media outlets
- Ad placement
- Monitor advertising plan, budgets, copy write, copy edit
- Develop advertising campaigns

How to Apply:
Send resume and cover letter to humanresources@92Y.org.

Direct Marketing Account Associate
Lautman Maska Neil & Co.
Washington, D.C.
Pay: n/a
Qualifications:
- One year fundraising or direct marketing experience, project management
- Excellent writing skills

Responsibilities:
- Assist with direct mail fundraising

How to Apply:
Send resume, cover letter and salary requirements to Lisa Maska at jobs@lautmandc.com.

Marketing Coordinator
Cato Institute
Washington, D.C.
Pay: n/a
Qualifications:
- One-three years marketing experience

Responsibilities:
- Coordinate e-mail outreach, book reviewer communications, advertising production, mailings,
- Assist with Speakers Bureau
- Maintain records/files.

How to Apply:
Send resume, cover letter and salary requirements to Robert Garber, director of marketing at rgarber@cato.org.

Marketing Communications Manager
National Fish and Wildlife Foundation
Washington, D.C.
Pay: n/a
Qualifications:
- BA/BS in communications/marketing/PR/fine arts/graphic design/advertising
- Three years design/print production, communications, marketing, PR, graphic design or advertising
- Strong communication, analytical, organization, time management, problem-solving skills
- Know Quark, Photoshop, Illustrator, InDesign.

Responsibilities:
- Design, produce and manage production of print/non-print communication/marketing materials
- Provide design expertise, project management for program, initiatives
- Implement communications, marketing program guidelines, plans, quality control
- Coordinate meetings
- Work with vendors
How to Apply:
Send resume, cover letter, link to portfolio and salary requirements to Beth Christ Smith at HR5@nfwf.org (Word format; attachments OK).

Marketing Assistant
Atlantic-Publishing Company
Ocala, FL
Pay: n/a
Qualifications:
Excellent writing, organizing skills
Prefer experience with commercial, adult nonfiction publishing

Responsibilities:
Secure media coverage for 100 titles/year
Plan marketing campaigns
Arrange bookstore events
Write/edit press materials
Coordinate author interviews
Propose marketing ideas

How to Apply:
E-mail resume and cover letter to dbrown@atlantic-pub.com.

Sales and Marketing Manager
BabyFirst TV
Los Angeles, CA
Pay: n/a
Qualifications:
Organized
Sales skills
Creative
Production development experience

Responsibilities:
Work with vendors
Internal marketing to develop creative packaging ideas, new products, manage inventory
Organize/manage sales reps
Coordinate sales rep newsletters
Analyze sales data
Maintain sales forms, information
Coordinate tradeshows
Analyze marketing opportunities

How to Apply:
Send resume, cover letter to BabyFirst TV, HR Department, 12100 Wilshire Blvd, Los Angeles, CA 90025.

Assistant Account Executive
Frontline
Boston
Pay: n/a
Qualifications:
Two years experience
Strong organization, writing, interpersonal skills
BA/BS in communications preferred
Interest in public affairs
Responsibilities:
   Assist promotion team to execute publicity, outreach campaigns.
How to Apply:
   Apply online with Frontline, Boston, MA, careers.wgbh.org, requisition #4286.

**Journalism/Photojournalism Jobs**

**Reporter**  
*Beatrice Daily Sun*  
Beatrice, NE  
Qualifications:
   Reporting experience, writing skills  
   Prefer newspaper design, layout, photography skills  
Responsibilities:
   Write news, features, interview sources  
   Research data for news, develop sources  
   Focus on county government, courts  
How to Apply:
   Send resume and cover letter to Harold Campbell, Editor, *Beatrice Daily Sun*, PO Box 847, Beatrice, NE  68310; e-mail Harold.campbell@beatricedailysun.com.

**Online Editor**  
*Daily Chronicle*  
DeKalb, IL  
Pay: n/a  
Qualifications:
   Experience in daily/college newspaper environment  
   Know journalistic methods  
   Web design, Web production experience  
   Experience in Flash, Photoshop, html, CSS, Premier, Final Cut Pro  
   Strong visual design, copy editing skills  
Responsibilities:
   Plan meetings for breaking news, daily coverage, long-range projects  
   Update content on Web site  
   Edit news content for Web presentation, exercise news, policy judgment  
   Produce, coordinate editorial packages  
How to Apply:
   Send resume, cover letter and samples to Human Resources Department, Attn: Online Editor Position, *Daily Chronicle*, 1586 Barber Greene Road, DeKalb, IL  60115; e-mail nbansaiak@chroniclenewsgroup.com.

**Agricultural/Rural Life Writer**  
*Gazette Communications*  
Cedar Rapids, IA  
Description:
   Write about trends affecting rural loans, urban sprawl, water contamination, impact of ethanol, bio-diesel plants, loss of infrastructure, construction.  
Pay: n/a  
Qualifications:
   Three to five years experience
Know current farm issues, consumer impact of commodity figures, retail/wholesale prices
Passion for rural life, agriculture, know agriculture

How to Apply:
Send resume, cover letter and six recent clips to Gazette Communications, PO Box 511, 500 Third
Avenue SE, Cedar Rapids, IA  52406; e-mail gazcohr@gazettecommunications.com.

Staff Writer
The Record-Herald
Washington Court House, OH
Pay: n/a
Qualifications:
Prefer newsroom, writing experience
How to Apply:
E-mail resume, cover letter and samples to The Record-Herald, Washington Court House, OH,
hcottrell@recordherald.com.

Web Reporter
Sioux City Journal
Sioux City, IA
Description:
Position to begin in June. Requires handling of breaking new and posts to Web.
Pay: n/a
Qualifications:
Know journalism
Prefer experience with alternative story forms, multimedia tools such as video
How to Apply:
Send resume, cover letter, samples and salary history to Mitch Pugh, Editor, Sioux City Journal,
PO Box 118, Sioux City, IA  51102; e-mail mitchpugh@siouxcityjournal.com.

Publications Writer
State Journal-Register
Springfield, IL
Description:
Handle multiple assignments, writes features for key niches.
Pay: n/a
Qualifications:
BA/BS journalism/relevant, writing skills
How to Apply:
Send résumé, cover letter, clips and three professional references to Joni Larson, State Journal-
Register, PO Box 219, Springfield, IL  62705-0219; e-mail jonie.larson@sj-r.com.

Copy Editor
The Chronicle
Elyria, OH
Description:
Cover night news desk
Pay: n/a
Qualifications:
Quark background, Photoshop, Freehand experience
Prefer one-two years daily/weekly experience
How to Apply:
Send resume, cover letter and samples to HR Department, *The Chronicle*, 225 East Avenue, Elyria, OH 44035; e-mail employment@chroniclet.com.

**Reporter**

*Osawatomie Graphic*

Osawatomie, KS  
Description:  
Cover communities in county, schools, meeting recaps, write features, news  
Pay: n/a  
Qualifications:  
Writing skills  
How to Apply:  
Send resume, cover letter and five clips showing ranges of writing, photography to Dustin Kass, Managing Editor, *Osawatomie Graphic*, 635 Main Street, Osawatomie, KS 66064; e-mail DustinKass@miconews.com (subject: Linn County applicant [your name]).

**Editor**

*Banner Graphic*

Greencastle, IN  
Description:  
Reporting, photography, page layout  
Pay: n/a  
Qualifications:  
Management skills  
Prefer experience with layout in Quark, Photoshop  
Newsroom experience  
How to Apply:  
Send resume, cover letter, samples and references to Publisher Randy List, *Banner Graphic*, 100 North Jackson Street, Greencastle, IN 46135.

**News Editor**

*The Hillsdale Daily News*

Hillsdale, MI  
Description:  
Assist editor, help with layout of special sections, reporting, editing stringer copy, spot reporting.  
Pay: n/a  
Qualifications:  
Reporting, writing skills  
Prefer design, photography skills  
Daily reporting/editing experience  
How to Apply:  
Send resume, cover letter, writing, page design to Jim Pruitt, *The Hillsdale Daily News*, 33 McCollum, Hillsdale, MI 49242; e-mail james.pruitt@hillsdale.net (plain text format; no attachments).

**News Features Writer**

*Wapakoneta Daily News*

Wapakoneta, OH  
Pay: n/a  
Qualifications:  
Writing skills, ability to develop stories
Prefer knowledge of AP style, InDesign, Photoshop

Responsibilities:
- Cover local government issues, crime, police beats, general features
- Design pages on InDesign

How to Apply:
Send resume and cover letter to William Laney, Managing Editor, Wapakoneta Daily News, PO Box 389, 520 Industrial Drive, Wapakoneta, OH 45895.

Sports Writer/Editor
*The Independent*
Massillon, OH

Description:
Cover game, design two-three pages on deadline, every shift

Qualifications:
Pagination, design skills

How to Apply:
Send resume, cover letter, writing and layout samples to Joe Shaheen, Managing Editor, *The Independent*, 50 North Avenue NW, Massillon, OH 44647; e-mail Joe.Shaheen@IndeOnline.com.

Courts and Cops Reporter
*The News-Record*
Gillette, WY

Description:
Cover public safety

Pay: n/a
Qualifications:
Passion for news, people skills

How to Apply:
Send resume, cover letter and clips of 10-15 news and/or features to Editor Ann Fransecell, *The News-Record*, PO Box 2006, Gillette, WY 82717.

Education Beat Reporter
*Temple-Telegram*
Temple, TX

Description:
Cover two school districts, community college, private university.

Pay: n/a
Qualifications:
Experience covering budgets, financial issues, features, narratives
Know challenges facing public, higher education in TX.

How to Apply:
Send resume, cover letter, clips and references to Tammy Leytham, Editorial Department, 10 S. 3rd Street, Temple, TX 76501; e-mail tleytham@temple-telegram.com.

Reporter
*The Pampa News*
Pampa, TX

Pay: n/a
Responsibilities:
Reporting, photography skills
How to Apply:
   E-mail resume, cover letter and writing samples to Publisher Randall Pribble, The Pampa News, Pampa, TX, rpribble@thepampanews.com.

Associate Editor
Real Estate Media
Los Angeles, CA
Pay: n/a
Qualifications:
   BA/BS journalism/English
   Two years editing, writing background
   Prefer commercial real estate, business writing experience
Responsibilities:
   Solicit story ideas
   Write feature-length articles, news
   Edit articles
   Research story topics
   Assist with production
   Attend industry events, conferences.
How to Apply:
   E-mail resume, cover letter and salary request to Real Estate Media, Los Angeles, CA, opportunities@alm.com.

Publications Editor
University of California, School of Law
Berkeley, CA
Pay: $49K-$70K
Qualifications:
   BA/BS/equiv experience in communications/marketing
   Know grammar, syntax, punctuation
   Strong research, interpersonal communication, project management, organizational skills
   Know world events, public policy
Responsibilities:
   Conceive, research, write, edit, facilitate distribution of range of communications materials for law school
   Convert printed prices to online formats, archives
   Develop/track budgets, schedules, track world events, issues.
How to Apply:
   Apply online at www.jobs.berkeley.edu, job code 8137.

Reporter
The Daily Dispatch
Henderson, NC
Pay: n/a
Description:
   Cover three-county area for daily newspaper.
Qualifications:
   BA/BS journalism/Eng/communication
   News reporting experience
   Prefer InDesign skills
How to Apply:
Send resume, cover letter, clips and references to Glenn Craven, Editor, *The Daily Dispatch*, PO Box 908, Henderson, NC  27536; fax 252-430-0125; e-mail gcraven@hendersondispatch.com.

**Education Reporter**
*The Covington News*
Covington, GA
Description:
Cover local schools, colleges, boards of education.
Qualifications:
- Excellent writing skills
- Commitment to excellence
- Prefer layout, design experience using InDesign, Photoshop
How to Apply:
Send resume, cover letter and clips to Robby Byrd, Editor, *The Covington News*, PO Box 1249, Covington, GA  30015; e-mail rbyrd@covnews.com.

**Features Writer**
*News USA*
Falls Church, VA
Pay: n/a
Qualifications:
- BA/BS journalism/communications
- Know AP style, Word, Quark, Photoshop, MAC.
Responsibilities:
- Research, write, edit, proof.
How to Apply:
Send resume, cover letter and three writing samples to Jacob Maurer, Managing Editor, 2841 Hartland Road, #301, Falls Church, VA  22043; e-mail jmaurer@newsusa.com.

**Freelance Writer**
*Life Extension*
Ft. Lauderdale, FL
Description:
This is a freelance, offsite position with a monthly anti-aging magazine. Write referenced articles on nutraceuticals.
Pay: n/a
Qualifications:
- Know nutritional science, mitochondrial health
How to Apply:
Send resume, cover letter and clips to Ms. Barbara Hurwitz, 1100 West Commercial Blvd, Ft. Lauderdale, FL  33309; fax 954-202-7672; e-mail bhurwitz@lifeextension.com (Word format).

**Online Editor**
Feminist Majority Foundation
Arlington, VA
Pay: low $30s-$40s
Qualifications:
- BA/BS
- One-two years experience
- Passion for feminist ideals
- Background in feminist issues
Strong writing skills
Know Dreamweaver, html
Prefer experience using constituent relationship management systems.

Responsibilities:
- Write online content, advocacy, fundraising e-mails
- Create e-mail alerts, associated action/fundraising, follow-up pages
- Make minor Web site updates
- Maintain e-mail schedule
- Develop new strategies for list-building
- Improving response rates

How to Apply:
Send resume, cover letter, two-four page writing sample and URL for Web work if applicable to Erin Helling, Assistant to the President, Feminist Majority Foundation, Arlington, VA, ehelling@feminist.org; www.feminist.org.

Copy Editor/Designer
Tri-City Herald
Kennewick, WA
Pay: n/a

Responsibilities
- Edit copy, write heads, slot wire, design front, feature, wire pages

Qualifications:
- Organized, time management skills
- Quark experience
- Know Photoshop, Illustrator
- BA/BS journalism
- Two years copy editing experience

How to Apply:
Send resume, cover letter, samples of heads, writing, layout, references to Dieter Bohrmann, News Editor, Tri-City Herald, 333 W. Canal Drive, Kennewick, WA 99336; e-mail dbohrmann@tricityherald.com.

Assistant Editor
Tikkun Magazine
Berkeley, CA
Pay: $40K

Qualifications:
- Prefer knowledge of Judaism, Jewish culture, Jewish ritual.

Responsibilities:
- Manage production process for magazine
- Review submissions
- Copyedit articles accepted for publication, flow edited articles to/from design team, proofers
- Coordinate print/web publication
- Manage designers, artists, printer, advertisers
- Manage annual production calendar
- Represent editorial stance of Tikkun, worldview of network of spiritual progressives.

How to Apply:
Send resume/self-revealing cover letter or videotape or DVD to Rabbi Michael Lerner, Tikkun Magazine, 951 Cragmont Avenue, Berkeley, CA 94708; e-mail rabbilerner@tikkun.org.

Freelance Grantwriter, PT
Paramount Center for the Arts  
Peekskill, NY  
Pay: n/a  
Qualifications:  
  BA/BS  
  Grant writing experience  
  Excellent writing  
  Research skills  
  Know research resources, MS Office  
  Know performing arts, arts education, audience development program funding  
Responsibilities:  
  Expand funding base thru prospect identification, research, strategic solicitations  
  Write grant proposals, reports  
  Collect/analyze data for grant submissions  
  Prepare program descriptions, budgets  
How to Apply:  
  Send resume and cover letter to Jon Yanofsky, Executive Director, 1008 Brown Street, Peekskill, NY 10566; fax 914-736-9674; e-mail jony@paramountcenter.org.  

Education/City Reporter  
The Gardner News  
Gardner, MA  
Description:  
  Cover local school district Chamber of Commerce for community newspaper  
Pay: n/a  
Qualifications:  
  A minimum of one year experience at daily/weekly paper  
  Know AP style  
How to Apply:  
  Send resume, cover letter, salary requirements and five clips to Livi Regenbaum, The Gardner News, 309 Central Street, Gardner, MA 01440; e-mail lregenbaum@thegardnernews.com.  

City Editor/Proofreader (night-side position)  
The Sentinel  
Lewistown, PA  
Description:  
  Work w/ staff writers on assignments, copy editing, all facets of city desk.  
Pay: n/a  
Qualifications:  
  BA/BS in journalism/relevant experience  
  Grammar, punctuation, communication, leadership skills  
  Quark experience  
How to Apply:  
  Send resume, cover letter and writing samples to Managing Editor Heather Goodwin Henline, The Sentinel, PO Box 588, Lewistown, PA 17044; e-mail hhenline@lewistownsentinel.com.  

Grant Writer  
The Alliance for School Choice  
Washington, D.C.  
Qualifications:  
  BA/BS
Three-five years grant/proposal writing/prospect research experience
Strong writing, organizational skills
Know education arena, Raiser’s Edge

Responsibilities:
- Research, writer, prepare foundation, major donor grants, reports, donor communication materials

How to Apply:
- E-mail resume, cover letter, writing samples and history of fundraising successes to The Alliance for School Choice, Washington, D.C., mgraves@allianceforschoolchoice.org.

Copy Editor
Bauer Publishing
New York
Pay: n/a
Qualifications:
- InDesign, MS Word, grammar, punctuation skills
- Copy editing experience
- Know AP style

Responsibilities:
- Edit copy for national women’s magazine

How to Apply:
- E-mail resume, cover letter and salary requirements to TF at wwcopyst@bauerpublishing.com (subject: Copy Editor); fax 201-569-2756.

General Assignment Reporter
Patuxent Publishing Company
Columbia, MD
Pay: n/a
Qualifications:
- Two-three years professional reporting experience
- Know AP style, grammar and spelling skills

How to Apply:
- Send resume, cover letter, clips and salary request to Patuxent Publishing Company, Columbia, MD, journalismjobs.com.

City Reporter
The Gardner News
Gardner, MA
Pay: n/a
Qualifications:
- One year daily/weekly newspaper experience
- Strong work ethic

How to Apply:
- Send resume, cover letter, salary requirements and three writing samples to lregenbaum@thegardnernews.com.

Legal Affairs Reporter
New Jersey Law Journal
Newark, NJ
Pay: n/a
Qualifications:
- Law or journalism experience
How to Apply:
   Send resume, cover letter and clips to R. J. Fleury, Editor in Chief, New Jersey Law Journal, 238 Mulberry Street, Newark, NJ 07102; e-mail rfluery@alm.com.

Multimedia Reporter
The Daily Record
Baltimore, MD
Pay: n/a
Qualifications:
   BA/BS
   Know Internet, html
   Experience with creating/managing online content
   Experience in journalism, audio or video editing
Responsibilities:
   Produce audio/visual content for Web
   Craft blog posts
   Maintain daily operations of site
   Assist Web editor with launch of new Web sites
   Possibly report on technology for Web, print editions.
How to Apply:
   E-mail resume and cover letter to Jackie.sauter@mddailyrecord.com.

Grant Writer
Inwood House
New York
Pay: n/a
Qualifications:
   BA/BS
   Grant writing experience
   Strong writing
   Organizational skills
   Know Word, PowerPoint, Excel, database management
Responsibilities:
   Work part time
   Draft report for existing government, foundation funders
   Prepare proposals, letters of interest
   Identify prospective foundation, corporate funders
   Maintain grants deadlines, donor records
How to Apply:
   Send resume, cover letter and writing samples to Neysa Yoon, Assistant Director of Development, Inwood House, 320 East 82nd Street, New York, NY 10028; fax 212-861-3791; e-mail nyoon@inwoodhouse.com.

Assistant Editor
Sojourners
Washington, D.C.
Pay: n/a
Qualifications:
   One year editorial experience
   Excellent communication, organizational skills
   Know MS Office, organizational perspective, place in progressive faith
Experience with curriculum writing, know html, pdf editing, Dreamweaver

Responsibilities:
- Edit resources, curriculum materials, maintain/maximize Web-based content
- Ensure message consistency, accuracy, quality of organizational communications
- Edit church network materials
- Copy-edit daily newsletters
- Entries for blog
- Work on database

How to Apply:
Send resume, cover letter, writing sample, salary requirement and three professional references to Assistant Editor Search, Sojourners, 3333 14th Street NW, #200, Washington, DC 20010; e-mail jobs@sojo.net.

Editorial Assistant
Chelsea Housing Publishers
New York
Pay: n/a
Responsibilities:
- Assist editors with reviewing manuscripts, layout pages
- Handle print, electronic permissions for literature, some images
- Write captions
- Process invoices, administrative duties.

How to Apply:
Send resume, cover letter and salary requirements to Liz Clarke, Chelsea House Publishers, 132 West 31st Street, 17th Floor, New York, NY 10001; fax 917-339-0009; e-mail chouse@factsonfile.com.

Copy Editor
The Oprah Magazine
New York
Pay: n/a
Qualifications:
- Three years copy editing experience at national consumer magazine
- Excellent copy editing, inputting skills
- Prefer InCopy experience
- Copy editing test required

Responsibilities:
- Edit copy for O, The Oprah Magazine

How to Apply:
E-mail resume, cover letter and salary requirements to Stephanie Makrias at smakrias@hearst.com; www.hearst.com.

Staff Writer
Corporation for Supporting Housing
New York
Pay: n/a
Qualifications:
- BA/BS
- Two-four years professional grant writing experience
- Knowledge of government funding programs, application processes
Excellent writing, editing, communication, computer skills, prefer Raiser’s Edge experience

Responsibilities:
Produce, edit, manage written materials to fund development, communication such as concept papers, proposals, gift acknowledgements, stewardship reports, quarterly letters to donors
Prepare foundation, government, corporate grant proposals, fundraising research
Draft/edit interim, final reports for donors
Write/edit press-oriented communications

How to Apply:
Send resume, cover letter and salary requirements to Corporation for Supportive Housing, Attn: Human Resources (Staff Writer), 50 Broadway, 17th Floor, New York, NY 10004; fax 212-375-2637; e-mail jobs@csh.org.

Development Writer/Researcher
Ms. Foundation for Women
New York
Pay: n/a
Qualifications:
Two years experience in drafting direct mail solicitation letters, know research tools, Lexis/Nexis,
Excellent proofing, organization, interpersonal skills
Know fundraising database, Raiser’s Edge, MS Office, feminist/social justice issues.

Responsibilities:
Draft five-eight direct mail pieces/year for annual fund, major gifts, planned giving
Draft e-mail blasts, talking points for cultivation events, donor communications, research, identify, cultivate
Update annual fund donors to major gifts level
Oversee tracking of prospect leads/info
Research prospective, current donors
Assist with fundraising projects

How to Apply:
Send resume, cover letter, three writing samples and salary requirements to Human Resources, Ms. Foundation for Women, 120 Wall Street, 33rd Floor, New York, NY 10005; www.ms.foundation.org; e-mail hr@ms.foundation.org.

Research Assistant/Writer
National Center for Children
New York
Pay: $20/hour
Qualifications:
BA/BS library science/social sciences/early childhood education
Excellent communication, Word skills
Know social science research methods
Prefer MA/MS
Abstracting experience

Responsibilities:
Work on research database of child care/early education research connections Web site
Write short descriptions for research reports, papers, briefs, fact sheets, enter into database

How to Apply:
Send resume and cover letter to Human Resources Manager, National Center for Children in Poverty/Columbia University-New York, 215 West 125th Street, 3rd Floor, New York, NY 10027; www.nccp.org; e-mail recruit@nccp.org.
Web Editor
National Kidney Foundation
New York
Pay: n/a
Qualifications:
  BA/BS
  Three years experience in Web editor or Web writer
  Excellent communication skills
  Prefer marketing, advertising experience
  Some businesses travel
Responsibilities:
  Write, edit articles, materials for Web site
  Assist with electronic, print external communications
  Develop/design new Web sections, Web sites
  Prepare marketing, promotion copy
How to Apply:
  E-mail resume, cover letter, salary requirements to Donna Giannone at donnag@kidney.org.

Online Editor
Inside Lacrosse
Baltimore, MD
Pay: n/a
Qualifications:
  Online or print journalism experience
  Prefer lacrosse background
  Know html, CSS.
Responsibilities:
  Update Web site
  Manage content on daily basis, upload scores, press releases
  Handle user-generated content
  Create/edit content
  Manage writers
  Develop story ideas
How to Apply:
  E-mail resume, cover letter and clips to jobs@insidelacrosse.com.

Travel Guide Producer
NYTimes.com
New York
Descriptions:
  Work with Web, print editors, producers, reporters to enhance Travel, Escapes sections of Web site, post contents of newspaper on Web site, work with guidebook partner to add to/maintain database of hotels, restaurants, sights, create multimedia features, enterprise projects, ensure consistency, accuracy of presentation in travel guides, include content, design, navigation.
Pay: n/a
Qualifications:
  Passion for travel writing, journalism, writing, copy editing exp, computer skills
  Know html, Photoshop, multimedia production
  Know photo production
How to Apply:
Education Reporters  
*Poughkeepsie Journal*  
Poughkeepsie, NY  
Pay: n/a  
Responsibilities:  
Cover range of news  
How to Apply:  
Send resume, cover letter and six writing samples to Rich Kleban, *Poughkeepsie Journal*, PO Box 1231, Poughkeepsie, NY 12601; fax 845-437-4921; e-mail rkleban@poughkeepsiejournal.com.

**Public Relations Jobs**

Public Affairs Specialist  
PCIAA  
Des Plaines, IL  
Description:  
Chief copy writer, editor for projects, publications including speech writing for executives, guest editorials white papers, talking points, manage speakers bureau, oversee content for public section of Web site.  
Pay: n/a  
Qualifications:  
BA/BS journalism/Eng/communications  
How to Apply:  
Send resume, cover letter, salary requirements and salary history to PCIAA, Attn: Human Resources, 2600 River Road, Des Plaines, IL 60018; fax 847-759-4352; e-mail job.opportunities@pciaa.net.

Public Relations Assistant  
Freud Communications, Inc.  
New York  
Pay: n/a  
Qualifications:  
BA/BS  
Excellent organizational, interpersonal, communication, writing, analytical skills  
Know Word, Excel, Outlook, PowerPoint  
Interest in news/entertainment media  
Responsibilities:  
Assist CEO, answer/screen calls  
Coordinate meeting schedule  
Manage calendar  
Write/proof communications  
Research for clients, business development  
Develop/maintain media lists  
Conduct media monitoring  
Prepare client status reports  
Draft pitch letters, press releases, conduct media outreach  
How to Apply:
Press Relations Officer  
New York Academy of Medicine  
New York  
Pay: n/a  
Qualifications:  
- BA/BS journalism/public communication  
- One to three years journalism, reporting, marketing, communications, PR or media relations  
- Strong understanding of newsgathering, writing, editing process, writing experience  
- Know AP style  
Responsibilities:  
- Promote events, activities to various audiences  
- Maintain online press room, field media requests, plan/write promotional materials  
How to Apply:  
Resume and cover letter to Human Resources, New York Academy of Medicine, 1216 Fifth Avenue, New York, NY 10029; www.nyam.org; e-mail hr@nyam.org (subject: Press Relations Officer).  

Associate Publicist  
Rubenstein Public Relations  
New York  
Pay: n/a  
Qualifications:  
- One year experience at NYC PR agency  
- Excellent writing skills  
- Creative, energetic personality  
- BA/BS PR/marketing, business communications  
Responsibilities:  
- Assist senior publicists with managing daily activity on high-end luxury, entertainment accounts  
- Serve as contact for media, clients  
- Write press releases, media alerts, photo captions, media pitches  
- Prepare meeting agendas  
- Organize, attend events  
- Assist with developing strategic, creative PR initiatives  
How to Apply:  
Send resume, cover letter and salary requirements to Jane Gerard, Rubenstein Public Relations, 1345 Avenue of the Americas, New York, NY 10105; fax 212-843-8586; e-mail humanresources@rubensteinpr.com.  

Public Relations Account Executive  
Tara, Ink.  
Miami, FL  
Pay: n/a  
Qualifications:  
- Two-three years agency experience  
- Excellent writing skills  
- Strong national, regional media contacts  
- Ability to create strategic PR plans, pitches, manage special events
How to Apply:
Send resume and cover letter to Tara Solomon at jobs@taraink.com.

Public Relations Account Executive
Bender/Helper Impact
Los Angeles, CA
Qualifications:
  - Three years agency experience or equivalent experience in media relations
  - Organization
  - Writing and time management skills
Responsibilities:
  - Conduct strategic media relations
  - Create/execute PR programs
  - Write collateral materials
  - Execute media relations activities for clients
  - Participate in client meetings, conference calls.
How to Apply:
Send resume, cover letter and salary requirements to Pam Kulik at pkresumes@bhimpact.com.

Television Jobs

Writer-Producer
Lifetime Networks
Los Angeles, CA
Pay: n/a
Qualifications:
  - BA/BS
  - Experience in production of on-air promos
  - Experience commissioning original music/sound design
  - Experience shooting film/video
  - Excellent writing skills
Responsibilities:
  - Conceptualize, write, produce on-air program tune-in promotions, sales support materials,
    including TV, radio spots, on-air consumer promotions, sales presentation tapes, corporate
    video materials
  - Cut promotions for shows
How to Apply:
Send resume/ and cover letter to Alessa Powell, HR Department, Lifetime Networks, 2049 Century Park East, #840, Los Angeles, CA 90067.

Assistant Position
International Television Sales
Los Angeles
Description:
  - This is an entry level position for someone interested in international TV distribution. You will
    assist the VP of Business Affairs and VP of International Sales. This is perfect for someone
    interested in the business/legal side of television.
Pay: n/a
Qualifications:
  - Prefer multiple language knowledge (Spanish and French preferred).
Highly organized and incredibly detail oriented

How to Apply:
Send resume to Amanda Cordner at amandakr@yahoo.com.

National Language TV Sales Executive
Univision Communications Inc.
New York
Pay: n/a
Qualifications:
  BA/BS
  Experience with agency negotiations
  Know advertising agencies, Nielsen ratings
  Negotiating, communication, presentation, prospecting skills
  Know MS Word, PowerPoint, Excel
  Prefer new business development experience
  Three years media sales, broadcast experience
  Spanish language skills
Responsibilities:
  Service existing accounts
  Develop new broadcast, online business
  Negotiate sales packages
  Develop relationships with agencies, advertisers on buying, planning levels
  Forecast sales revenue activity
  Analyze ratings books
  Plan presentations

How to Apply:
E-mail resume, cover letter to Jamie Cohen at jcohen@univision.net.