I. Announcements

3rd Annual Sport Management and Entertainment Career Fair
Gillett Stadium, Saturday April 12, 2008, 4:30-7:30p.m.
This event is open to any individuals interested in pursuing a career in the sports and entertainment industry. Companies at the career fair include: New England Patriots, New England Revolution, Gillette Stadium, Team Ops LLC, Boston Celtics, Boston Breakers, Vermont Lake Monsters, Connecticut Sun, Regan Communications, NESN and NECN.
To register for the event, go to www.gillettstadium.com or call 508-698-8590. The registration is $35 and includes the ticket to the fair, complimentary parking and a ticket to the New England Revolution v. Colorado Rapids match. Bring multiple copies of your resume and dress professionally.

II. Internships

General Communication Internships

Marketing Research Intern
Truebridge
Boston
Description:
This company is a financial services marketing company that works with banks and credit unions to provide institutions with a turnkey education-based marketing system that combines Web content, marketing collateral and employee training.
Pay: n/a
Qualification:
Background or strong interest in marketing
Strong PC skills, including Word, Excel, PowerPoint and Access
Market research and survey design knowledge preferred
Self-motivated with a positive attitude
Responsibilities:
Conduct in-depth study of banks, credit unions and internal relationship
Explore barriers of cross selling in this environment and test solutions to overcome these barriers
Conduct market research via the Internet and direct solicitation from banks and credit unions
Compiling customized reporting in support of this research
Assisting in the update of bank relationship profiles
How to Apply:
Contact Holger Kunst at hkunst@truebridge.com or 617-956-5020 x 103

III. Jobs

General Communications Jobs

Interactive Editor
Msnbc.com
Seattle
Pay: n/a
Qualifications:
Expert-level Actionscript coder with significant development experience (CS or equivalent background)
Understanding of JavaScript and CSS/HTML
Information architecture, interface design experience, data mining and visualization skills
Media background preferred
How to Apply:

Research Analyst
Msnbc.com
Description:
He/she will drive quantitative and qualitative research projects to support consumer focus, technological innovation, branding and market share growth.
Pay: n/a
Qualifications:
Strong analytical skills and intellectual curiosity
Passion for understanding consumer needs and online news media
Excellent communication skills
Ability to present data and tailor recommendation to a wide variety of audiences
Strong project management and prioritization skills
Insight into online user behavior
Web analytics research experience
A Bachelor’s degree in marketing research, business, marketing, journalism and English
One-two years of marketing or media research experience
Experience with Omniture.com’s SiteCatalyst reporting system
Experience in a research role for a complex multimedia Web site
Direct experience in online news industry
Strong communication, interpersonal, analytical and writing skills
Ability to articulate precise, clear research finding and produce actionable business recommendations
Work in a fast-paced environment
Be flexible and meet deadlines
Self-motivated
Respect different work styles
Present information persuasively

Responsibilities:
Handle phases of primary research studies
Deliver high quality, in-depth analysis
Draw actionable business recommendations from survey data, Web tools, competitive analysis and other sources
Support regularly scheduled and ad hoc research
Accountable for individual research projects

How to Apply:

Research Associate
Battle Road Research
Waltham, MA

Description:
The company conducts marketing and investment research focused on software, Internet, education stocks and renewable energy. Their clients are mutual fund and asset managers and retail investors. The position provides an opportunity to use and develop investigative journalistic skills, gain exposure to investments and the stock market.

Pay: n/a

Qualifications:
Excellent investigative, writing and analytical skills
Passion for conducting research
Ability to work independently and within a team environment
Interest in the stock market a plus
Exposure to market and financial research is helpful
Organized
Motivated
Entrepreneurial professionals

Responsibilities:
Develop credible industry sources
Conduct financial analysis
Writing company-specific research reports
Attending industry trade shows
Meeting with company management
Helping to develop, build and sustain growing company

How to Apply:
Send cover letter and resume to Ben Rose, analyst and president, at Ben@battleroad.com or 781-894-0705.

Senior Program Associate for Communications and Marketing
AAAS
Boston
Description:
The associate will implement annual communications and recruitment plans to raise the awareness of the Fellows/Fellowships & AAAS, publicize activities and outcomes and solicit 400-6000 diverse, highly qualified applications a year for the 70-100 annual fellowship slots.
Pay: n/a
Qualifications:
Bachelor’s degree in communications or related field
Minimum of 5 years work experience
Planning, implementing, monitoring, evaluating, managing stakeholder relations and coordinating network skills
Excellent oral, written and interpersonal skills
One-two years experience supervising others
Experience with nonprofits, fellowships or alumni relations
Background in science and policy a plus
Knowledge of government offices, general scientific community highly desired
Computer skills (Microsoft Office/Databases) required
Responsibilities:
Writing, editing and managing development of information, promotion and outreach materials
Orchestrating and managing content and design for Web site
Supervising consultants and vendors in creation and production of products
Identifying target audiences
Cultivating tracking leads
Oversee planning and implementation of outreach events
Supervise responses to inquiries and feedback, maintenance of contact databases and mailing/info distribution
Track activities of Fellows through ongoing networking efforts
Oversee fellow on-line directory and Web site
How to Apply:
Send resume, cover letter and salary requirements to jobs@aas.org.

Communication Specialist
Mercer
Boston
Description:
This company is a HR and financial advice company. Mercer has 15,000 employees serving clients from more than 190 cities and 41 countries and territories worldwide. The communication specialists works with communication and other consultants to help clients develop effective, accurate and timely employee communication strategies, work plans and materials.
Pay: n/a
Qualifications:
BA in English, communications, journalism or human resources
Two or more years experience writing, corporate communications activities, including compensation, benefits and policies and/or applicable paralegal experience
Advanced editing, proofreading, composition skills; proven technical and persuasive writing skills
Strong oral communication skills
Excellent organizational and project management skills
Strong command of Microsoft World and PowerPoint; MS Project knowledge desirable
Ability to prioritize and handle multiple tasks with concurrent deadlines

Responsibilities:
Draft and edit complex benefit, compensation and organizational change information
Coordinate appropriate reviews and resolve issues raised during the review process
Assist in developing communication strategies and work plans
Assist communication consultants with project management and production coordination
Effectively manager assigned tasks independently, delivering work on time and within budget
Operate well in a team environment and independently with minimal supervision
Support business development activities

How to Apply:
Apply online at www.mercer.com in the “career” section. Job keyword is BOS000B3. After you apply contact the Mercer/BU representative, Elise Polaner at elise.polaner@mercer.com.

Advertising/Media Service
OnCampus Advertising
Boston
Description:
This is a five-year-old media planning and buying agency focused on the college marketplace. They provide a national client-base with media plans targeting the university student population.
Pay: n/a
Qualifications:
Strong negotiating skills
Excellent written and verbal communication skills
Working knowledge of Excel and Word
Candidate must be detail oriented and organized

Responsibilities:
Research and execute trade media plans by analyzing vendor media kits, negotiating media rates and contracting purchases with vendors
Maintain strong relationships with all media vendors
Strive to uncover new/emerging campus-based media opportunities that will expand existing media portfolio
Work with firm’s principals and interns
Input media buys into centralized database
Produce production timelines, provide creative specs and coordinate ad deadlines
Traffic and confirm receipt of materials to appropriate media vendors
Coordinate media billing, approve media vendor invoices and eradicate billing discrepancies
Organize and maintain media paperwork including insertion orders, tear sheets and vendor contracts

How to Apply:
Send resume and cover letter to resume@oncampusadvertising.com.

Marketing Professional
Incontext Design
Concord, MA
Pay: n/a
Qualifications:
Bachelor’s or master’s degree in marketing
Three-five years marketing experience
Experience marketing for technology-related issues
Experience writing content for marketing communications
Exceptional communication skills
Ability to tailor marketing content and tone to various audiences
Experience placing content by experts into publishing and executive forums
Excellent multitasking and organizational skills
Experience building awareness campaigns
Currently living in Boston area
Enjoy working in small, fast-paced environment

Responsibilities:
- Coordinate and manage marketing communication activities
- Design and implement online ad campaigns
- Capture knowledge content from management team and write that content for marketing strategy
- Develop associations with publishing professionals and interviewing content experts for building market awareness are ideal
- Developing and writing sales collateral
- Develop and coordinate audioicast, blog and marketing tools
- Managing of content creation for speaking engagements and interfacing with event coordinators

How to Apply:
contact Margie Koenig of HCR Group, a recruitment services company at 781-916-2206 or mkoenig@hcr-group.com.

Public Relations Jobs

Senior Director, Investor Relations
Judith Cushman & Associates
Description:
The senior director will be a contributor and advisor to the leadership of the organization and will be fully versed in meeting disclosure requirements. She/he will be the IR expert about the complexities of financial reporting in the United States in collaboration with finance and legal counsel representatives.
Pay: n/a
Qualifications:
- Expert in IR, with life science experience (optional)
- Undergraduate degree in business or English, advanced degree in finance preferred
- Minimum 15 years work experience, minimum of 8 in investor relations
- Excellent thinker, strategist and writer
- Knowledge and attitude of an astute business executive
- Identify with company objectives first and develop IR plans in support of organizational goals
- Implement programs and produce excellent work
- Prior experience in shaping an IR function and demonstrating an ability to work in strategic and tactical levels is desired.
- Managing a small team and outside resources is an advantage
Responsibilities:
- Lead development of strategy, operating plans and budgets
- Execute IR program
- Manage company reputation
- Be contact in the United States for institutional and retail investors and analysts

How to Apply:
Contact Judy Cushman at 425-392-8600 or jcushman@jca.com. A seven-page in-depth job description is available on request.
Journalism/Photojournalism Jobs

Senior Editor, New Media
Computerworld
Framingham, MA
Pay: n/a
Qualifications:
- Experience with computer-oriented subject matter
- Familiarity with enterprise IT topics a plus
- Some magazine and newspaper experience
- Good communication skills
- Organizational abilities
- Efficient team work
- Basic HTML, handling Web-based publishing software
- Knowledge of multimedia, social networking, blogs a plus
- College degree
- Working knowledge of Internet protocol
Requirements:
- Support blogs, user-generated content, podcast and video
- Work strategically and hands on to help advance community and multimedia content
- Understanding and identifying topics and issues of interest to technology-oriented readers
- Deciding what stories and projects will be most effective to engage audience
- Moderating community content
- Selecting content for special reports
- Writing and editing engaging headlines and descriptions
How to Apply:
go to http://careers.idg.com/www/HomeNew.nsf/docs/careers_at_idg

Multimedia Editor
Msnbc.com
New York
Description:
- As part of the multimedia team you will support all sections of the site by editing compelling photojournalism and multimedia on a daily basis and on bigger projects.
Pay: n/a
Qualifications:
- Can collaborate with internal teams, parent companies and content providers
- Proven news judgment
- High ethical standards and interpersonal skills
- Broad knowledge and curiosity about news
- Innovative spirit
- Passion for digital media
- Ability to solve problems in a fast pace environment
- BA in photojournalism, multimedia journalism, or relevant experience
- Minimum of two years experience producing or editing visual content for newspapers or online news
- Further knowledge of broadcast production, audio/video editing and/or Macromedia Flash a plus
How to Apply:
Go to http://www.msnbc.msn.com/id/3303596
Television/Film Jobs

Video Editor/Producer
TODAY Show
New York
Description:
Msnbc.com is looking for an experienced video producer to refine and grow online programming of Today Show video content.
Pay: n/a
Qualifications:
BA in journalism, history, English or Film
Two years experience producing/editing/promoting video on Web
Background in broadcast production preferred
Can work in fast-paced, high-pressured environment
Proven news judgment
High ethical standards and good interpersonal skills
Broad knowledge of national, international and cultural events of all kinds and show superior eye for spotting interesting video
Written and verbal communication, team-work, organization and work-ethic are essential qualitative
Entrepreneurial, innovative spirit
Responsibilities:
Collaborate with internal teams and parent companies to increase quantity and improve the quality of daily video content and presentation
Implement strategies within Web pages and video player to grow audience and engagement
Support producers and internal clients
Provide compelling video clips and collaborate with show broadcast staff
How to Apply:
Go to [http://www.msnbc.msn.com/id/3303596](http://www.msnbc.msn.com/id/3303596)

Senior Video Producer
Msnbc.com
New York
Description:
Looking for an experience producer to help refine and grow online video programming. He/she will collaborate with internal teams and parent companies to increase quantity and improve the quality of daily video content and presentation and implement strategies within Web pages and video player to grow audience and engagement.
Pay: n/a
Qualifications:
BA in journalism, history, English or Film
Five years experience producing/editing/promoting video on Web
Background in broadcast production preferred
Can work in fast-paced, high-pressured environment
Proven news judgment
High ethical standards and good interpersonal skills
Broad knowledge of national, international and cultural events of all kinds and show superior eye for spotting interesting video
Written and verbal communication, team-work, organization and work-ethic are essential qualitative
Entrepreneurial, innovative spirit
Responsibilities:
   Editorial and production leadership
   Work some daily desk shifts
   Provide compelling video content and collaborate with broadcast and cable news staff

How to Apply:
   Go to http://www.msnbc.msn.com/id/3303596