I. Announcements

Advertising and Media Grads
Access Staffing, LLC is a recruiting agency based in New York that specializes in placing advertising and media professionals in prestigious advertising agencies and media agencies in the city. We have placed grads in entry-level account management positions as well as entry-level media planning positions. If you are interested in learning more contact Michael Carrick at mbc@accessnyc.com or 646-307-8940.

II. Internships

Film/Television Internships

Intern/Assistant
Draw Pictures
Los Angeles

Description:
Music video/commercial production company with offices in L.A. and London seeks an intern to work at least three days a week and start ASAP in the L.A. office.
Pay: unpaid/ college credit
Qualifications:
  Must have a car
  Must be Mac proficient
  Experience with Final Cut, DVD, Studio Pro, Filemaker and Photoshop a plus
Responsibilities:
  Answer phones
  Make runs
  Assemble reel clients
  Research
  Help with pre-production
  Work on shoots as a PA
  Help with local indie concert shoots for Web content
How to Apply:
  E-mail edit@draw-pictures.com.

Marketing/Advertising Internships

Hong Kong Marketing Internship
University of Dreams
Hong Kong
Description:
  Summer position in industry of choice including finance, marketing, publishing, PR and entertainment.
Pay: n/a
Qualifications:
  2.5 GPA from four-year university
  Age 18+
How to Apply:
  For info contact Kelly Watt, enrollment Advisor, University of Dreams, 333 N. Michigan Avenue, #415, Chicago, IL  60601; www.HongKongInternship.com; e-mail Kelly@UofDreams.com.

III. Jobs

General Communications Jobs

Philanthropy Data Assistant
The Nature Conservancy
Boston
Pay: n/a
Qualifications:
  BA/BS + one year experience or HS grad + three years experience
  Strong organizational skills
  Know databases
Responsibilities:
  Process donations
  Coordinate acknowledgement process
  Update donor records
Prepare revenue reports

How to Apply:
Send resume and cover letter to The Nature Conservancy, 205 Portland Street, #400, Boston, MA 02114; e-mail mafresumes@tnc.org.

Executive Aide
The Institute for Communitarian Policy Studies
Washington, D.C.
Pay: n/a
Qualifications:
  BA/BS
  Office administration experience
  Minimum 3.3 GPA
  Excellent organizational, communication skills
  Prefer social sciences/political science/communication degree, study in law, political theory, international relations
  Web design experience
Responsibilities:
  Administrative duties
  Research, writing, editing for director
  Handle correspondence
  Supervise student employees
How to Apply:
Send resume and cover letter to Radhika Bhat, research and outreach assistant, The Institute for Communitarian Policy Studies, 2130 H Street NW, Washington, DC 20052; www.gwu.edu/~ccps/index.html; e-mail radhikab@gwu.edu. No phone calls. Application deadline is 05/30/08.

Program Coordinator
MeretzUSA
New York
Pay: n/a
Qualifications:
  BA/BS
  Strong analytic, writing and organizational skills
  Know Access, Word, Excel
  Web site management experience
  Know Middle East peace process and Israeli politics
  Prefer knowledge of Hebrew
  Grant writing experience
Responsibilities:
  Initiate support events, panel discussions and national conference calls
  Create publicity materials
  Perform event outreach
  Write/edit biweekly newsletters, reports on events
  Coordinate internship program
  Create e-mail blasts, newsletters, press release
  Maintain Web site
  Light bookkeeping, coordinate mailings
How to Apply:
Send resume and cover letter to Ron Skolnik, MeretzUSA, 114 W. 26th Street, #1004, New York, NY 10001; www.meretzusa.org; e-mail mail@meretzusa.org. Application deadline is 06/03/08.

Management Assistant
Community Legal Services and Counseling Center
Cambridge, MA
Pay: n/a
Qualifications:
- One to two years experience
- Strong writing, editing, communication skills
- Know MS Office
- Prefer know html
- Experience with low-income, diverse populations
- Prefer know InDesign and Photoshop
Responsibilities:
- Assist with fundraising activities
- Operate, maintain local area network, computers
- Compose/edit correspondence
- Prepare promotional materials, annual report, newsletters
- Monitor network operation
- Maintain Web site
- Administer health, life, disability, dental insurance
How to Apply:
Send resume and cover letter to Kate Watkins, Community Legal Services and Counseling Center, One West Street, Cambridge, MA 02139; fax 617-661-3289; e-mail kwatkins@clsacc.org. Application deadline is 06/01/08.

Assistant to President
FIRE
Philadelphia, PA
Pay: n/a
Qualifications:
- BA/BS
- Excellent communication, organization, copy editing and planning skills
- Know Outlook, MS Office
- Prefer Raiser’s Edge experience
Responsibilities:
- Coordinate schedule, speaking engagements, conferences
- Maintain files, draft correspondence
- Arrange travel
- Organize daily agendas
- Manage office operations, administrative duties
How to Apply:
Resume/cover letter/writing sample/two professional references to FIRE, Human Resources, 601 Walnut Street, #510, Philadelphia, PA 19106; e-mail humanresources@thefire.org (preferred). Application deadline is 05/01/08.

Grants Manager
Hudson Guild
New York
Pay: n/a
Qualifications:
  BA/BS
  Experience with nonprofit finances, grant management
  Know accounting
  Excellent communication skills

Responsibilities:
  Develop, prepare contracted claims for services
  Review contract/grants from government agencies, private foundations to determine feasibility of
developing programs to supplement local annual budget allocations
  Monitor paperwork, coordinate procurement proposals

How to Apply:
  Send resume and cover letter to Helen Paule, Hudson Guild, 441 West 26th Street, New York, NY
  10001; fax 212-760-9801; e-mail jobs2005@nyc.rr.com. Application deadline is 6/02/08.

Sales Representative
The Examiner
Mount Kisco, NY
Pay: n/a
Qualifications:
  High energy
  Established relationships with business community

Responsibilities:
  Sell ads for new newspaper
  Generate revenue
  Expand market
  Develop sales strategies
  Work at home when convenient

How to Apply:
  Email resume and cover letter to Adam Stone, Publisher, The Examiner, Mount Kisco, NY,
  astore@theexaminernews.com.

Executive Assistant
The Aspen Institute
Washington, D.C.
Pay: n/a
Qualifications:
  BA/BS
  Courses in international relations
  Three years administrative assistant experience
  Event planning experience
  Database, spreadsheet and Internet skills

Responsibilities:
  Ensure successful operation of seminar program, leadership initiative
  Organize meetings, training activities
  Coordinate events including budgets, travel, logistics
  Edit materials for Web site, print publication
  Arrange Visas
  Prepare travel agendas
  Maintain files, calendar, administrative duties

How to Apply:
Marketing and Events Manager
Dumbarton House
Washington, D.C.
Pay: n/a
Qualifications:
- BA/BS in marketing or related
- One to two years PR experience
- Diplomatic demeanor
- Prefer museum, nonprofit experience
Responsibilities:
- Promote museum visitation
- Advertise public programs, lectures, concerts
- Coordinate special events
- Handle museum rentals
How to Apply:
E-mail resume/cover letter/salary requirements to Karen K. Daly, executive director, Dumbarton House, Washington, DC, karendaly@dumbartonhouse.org; fax 202-337-0348. No phone calls.

PT or FT Bookkeeper
New York Civil Liberties Union
New York
Pay: n/a
Qualifications:
- Three years experience
- Know Word, Excel, FundEZ
- Strong organizational skills
Responsibilities:
- Process accounts payables
- Cash receipts
- Data entry in Fund EZ
- Process bank reconciliations, payroll
- Maintain files
- Prepare reports for controller.
How to Apply:
E-mail resume/cover letter/salary history to Ana Vasquez, New York Civil Liberties Union, 125 Broad Street, 19th Floor, New York, NY 10004, jobs@nyclu.org (subj: Bookkeeper/Assistant Accountant w/ either PT or FT noted). Application Deadline is 05/25/08.

Special Events and Corporate Relations Coordinator
The Phillips Collection
Washington, D.C.
Pay: n/a
Qualifications:
- BA/BS
- Excellent communication, writing skills
- Know Word, Excel, Outlook, protocol, etiquette
- Appreciation of visual arts
Prefer three years event experience
Know Raiser’s Edge

Responsibilities:
- Assist with museum exhibit opening receptions, annual gala, marketing promotion
- Manage external events
- Coordinate members of museum staff, caterers, vendors, manage corporate sponsorships
- Responsibility for spreadsheets, database records, correspondence, files, draft correspondence
- Manage Raiser’s Edge database

How to Apply:
Send resume/cover letter to Human Resources, The Phillips Collection, 1600 21st Street NW, Washington, DC 20009; fax 202-387-2436; e-mail hr@phillipscollection.org.

Network Development Coordinator
Mental Health Association
New York
Pay: n/a

Qualifications:
- Two to three sales/marketing, paralegal or healthcare experience
- Strong communication skills
- Prefer interest in mental health, suicide prevention

Responsibilities:
- Responsible for reviewing, tracking network applications
- Prepare network agreements, amendments
- Receive, review, score, track incoming applications
- Review call volume reports
- Revise, update network development work plan

How to Apply:
Send resume/cover letter/salary requirements to Lidia Bernik, Mental Health Association of NYC, Inc, 50 Broadway, 19th Floor, New York, NY 10004; fax 212-964-7302; www.mhaofnyc.org; e-mail lbernik@mhaofnyc.org. Application deadline 05/31/08.

Business Manager/Controller
Awbury Arboretum Association
Philadelphia, PA
Pay: $40,000 to $42,000

Qualifications:
- BA/BS
- Relevant accounting experience
- Know Word, Excel
- Organizational and communication skills

Responsibilities:
- Oversee financial, business records, reporting processes for organization
- Maintain financial records
- Oversee payroll
- File quarterly sales tax/tax payments
- Prepare 1099 forms
- Maintain insurance records
- Assist w/ annual audit

How to Apply:
Online Development Officer
American Jewish World Service
New York
Pay: n/a
Qualifications:
  BA/BS
  Three years fundraising/e-communications experience
  Excel writing, editing, proofing, communication, project management skills
  Know Jewish, social justice, international development issues
  Experience in global organizations
  Prefer knowledge of html, Web design.
Responsibilities:
  Manage, implement online fundraising program
  Craft e-mail appeals to donors, develop
  Implement online fundraising campaigns
  Create metrics to measure fundraising success
How to Apply:
  Send resume/cover letter to American Jewish World Service, 45 West 36th Street, 10th Floor, New York, NY 10018; www.ajws.org; e-mail opportunities@ajws.org (subj: Name + Development Officer-Online Fundraiser). Application deadline is 06/07/08.

Program Officer
Robert F. Kennedy Memorial Center for Human Rights
Washington, D.C.
Pay: n/a
Qualifications:
  BA/BS
  Experience in human rights/legislative arena
  Fluent Arabic
  Prefer fluent Spanish/French
  Know Sudan, Darfur
Responsibilities:
  Develop, implement joint domestic, international legal, communications, advocacy strategies to achieve social changes goals
  Develop coalitions
  Produce campaign, advocacy, legal, press strategies
  Raise public awareness
  Lead research projects
How to Apply:
  Send resume/cover letter/writing sample to Colleen Buhrer, Robert F. Kennedy Memorial Center for Human Rights, 1367 Connecticut Avenue NW, 2nd Floor, Washington, DC 20036; fax 202-463-6606; www.rfkmemorial.org; e-mail buhrer@rfkmemorial.org. Application deadline is 05/01/08.

Grants Administrator
Building Futures
Washington, D.C.
Pay: n/a
Qualifications:
  Require financial management, accounting, writing skills, grant experience
  Prefer budget development skills
Responsibilities:
  Process invoices for payment
  Prepare checks or online payments
  Prepare budgets, monthly reports
  Assist with development of annual operating, capital, grants budgets
  Monitor budgets
  Reconcile fund accounts
  Review/evaluate insurance coverage
How to Apply:
  Send resume/cover letter to Steve Seuser, Building Futures, 1440 Meridian Place NW, Washington, DC 20005; fax 202-639-0276; www.buildingfutures.org; e-mail sseuser@buildingfutures.org. Application deadline is 04/30/08.

Project Assistant
Initiatives Inc.
Boston
Pay: n/a
Qualifications:
  BA/BS
  Two years experience
  Know bookkeeping, project management
  Fluent English
  Strong computer, word processing, database skills
  Prefer know US government-funded contracts/grants
  Fluent Spanish/French
Responsibilities:
  Prepare monthly project invoices
  Administer project staff
  Monitor overseas bank accounts
  Review timesheets
  Coordinate payments of project office employee/consultant expenses
  Arrange travel
  Coordinate domestic, international communications
How to Apply:
  Send resume/cover letter to Nicole Dupre, Initiatives Inc, 376 Boylston Street, #4C, Boston, MA 02116; fax 617-262-2514; www.initiativesinc.com; e-mail recruitment@initiativesinc.com. No phone calls. Application deadline is 05/31/08.

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/writing sample to Barbara A. Burch, Director of Development, American Composers Orchestra, 240 West 35th Street, #405, New York, NY 10001; fax 212-977-8995; e-mail Barbara@americancomposers.org. Application deadline is 05/11/08.

Meeting Coordinator/Administrative Assistant
Equal Justice Works
Washington, D.C.
Pay: n/a
Qualifications:
BA/BS
Two years experience in meeting management, conference planning
Strong database, word processing, communication, problem-solving skills
Prefer event management certificate
Responsibilities:
Develop vendor relationships
Serve as contact person with event venues, vendors
Create planning documents for events
Negotiate event bids, contracts for food/beverage, meeting space, lodging, transportation
Develop/conduct outreach strategies to attract public interest employers

How to Apply:
Send resume/cover letter/salary requirements to Meeting Coordinator/Administrative Assistant Search Committee, Equal Justice Works, 2120 L Street NW, Washington, DC 20037; e-mail mail@equaljusticeworks.org. No phone calls. Application deadline is 04/25/08.

Program Staff/Associate Lender
Shorebank Enterprise Cascadia
Ilwaco, WA
Pay: n/a
Qualifications:
BA/BS
One to two years experience
Prefer courses in accounting, finance and economics
Responsibilities:
Support programs, initiatives
Develop regional asset building strategy targeting low-income individuals, communities
Analyze loan requests
Prepare loan packages, asset lenders in loan process

How to Apply:
Send resume/cover letter to Jennifer Janda, Shorebank Enterprise Cascadia, PO Box 826, 203 Howerton Way SE, Ilwaco, WA 98624; fax 360-642-4078; www.sbpac.com; e-mail employment@sbpac.com. Application deadline is 04/30/08.

Research Financial Administrator
Palo Alto Institute for Research and Education
Palo Alto, CA
Pay: n/a
Qualifications:
  BA/BS
  Two years experience
  Time management skills
  MS Excel, computer skills
  Know basic accounting practices, prefer experience with sponsored projects, academic environment
  Know research lab
Responsibilities:
  Review, reconcile expenditure statements on monthly basis
  Resolve discrepancies in financial accounts
  Prepare financial projections for multiple grants monthly
  Monitor grants
  Coordinate human subjects, animal protocol approvals, prepare
  Submit grant applications, progress reports
  Research compliance protocols
  Organize lab publications, reprints, lab journal library
  Administrative duties

How to Apply:
  Send resume/cover letter/three professional references to Palo Alto Institute for Research & Education, PO Box V-38, Palo Alto, CA 94304; www.paire.org; e-mail pairejobs@paire.org. Application deadline is 06/08/08.

Business Support and Communications Coordinator
KZYX&Z
Philo, CA
Pay: n/a
Responsibilities:
  Generate funds for public broadcasting through new, existing broadcast underwriting from business, nonprofit, education, service industries, professional groups
  Maintain current partners with renewal, stewardship activities
  Coordinate reporting, scheduling, copy writing,
  Maintain compliance with station, IRS, FCC rules
  Meet financial goals

How to Apply:
  Send resume/cover letter/salary requirements/references to KZYX&Z, PO Box 1, Philo, CA 95466; e-mail gm@kzyx.org. Application deadline is 05/17/08.

Office Manager
American Youth Work Center
Washington, D.C.
Pay: n/a
Qualifications:
  BA/BS
  One to two years experience
  Interpersonal, writing, organizational skills
  Know MS Office, Internet
Responsibilities:
  Administrative duties
  Answer phones
  File, prepare shipments
Maintain supplies

How to Apply:
Send resume/cover letter to Marie Delahoussaye, American Youth Work Center, 1200 17th Street NW, 4th Floor, Washington, DC 20036; fax 202-728-0657; www.youthtoday.org; e-mail married@youthtoday.org. No phone calls. Application deadline is 05/06/08.

Development Coordinator
Izaak Walton 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/salary requirements to Izaak Walton League of America, 707 Conservation Lane, Gaithersburg, MD 20878; e-mail develop@iwla.org. Application deadline is 04/30/08.

Sales Associate FT/PT
Community IT Innovators
Washington, D.C.
Pay: n/a
Qualifications:
Excellent writing, communication skills, know nonprofit sector, Web technology

Responsibilities:
Work with developers, consultants on proposed solutions, project estimates
Write proposals
Follow-up with contacts
Manage sales pipeline
Respond to consulting RFPs

How to Apply:
Send resume/cover letter/writing sample to Community IT Innovators, 1330 U Street NW, #200, Washington, DC 20009; www.citide.com; e-mail jobs@citide.com. Application deadline is 05/04/08.

Development Associate
LINK Unlimited
Chicago
Pay: n/a
Qualifications:
BA/BS, one to three years development/nonprofit experience
Organization, time management, research, communication skills
Prefer knowledge of DonorPerfect

Responsibilities:
- Assist with fundraising, data management, grant research, grant writing, special event planning, development communications
- Process incoming monies
- Produce acknowledgement letters
- Maintain Web site

How to Apply:
Send resume/cover letter to Virgil J. Jones, LINK Unlimited, 2221 S. State Street, Chicago, IL 60616; fax 312-225-8686; www.linkunlimited.org; e-mail vjones@linkunlimited.org. No phone calls. Application deadline 04/30/08.

E-Campaign Associate
M+R Strategic Services
Berkeley, CA
Pay: n/a
Qualifications:
- One to three years experience
- Strong organization, communication skills,
- Know Web applications, html, Excel, Access
- Passion for important causes
Responsibilities:
- Create, implement Internet campaigns for nonprofit clients
- Manage technology, online communications
- Draft press releases, action alerts, fundraising appeals
- Manage data
- Assist with management of online paid marketing campaigns

How to Apply:
Send resume/cover letter and include description of progressive politics, tech, Internet experience, nonprofit, fundraising experience/writing sample to M+R Strategic Services, 2120 L Street NW, 6th Floor, Washington, DC 20037; fax 202-223-9579; e-mail jobs@mrss.com (subj: eCampaigns Associate, Berkeley). Application deadline is 05/04/08.

Executive Assistant PT/FT
NNB Casting Company
Los Angeles
Pay: n/a
Qualifications:
- Two years film/TV industry experience
- Two years college education
- Know Word, Excel, Outlook
Responsibilities:
- Handle phones, filing, office administration
- Maintain client database
- Schedule meetings with new clients
- Keep calendar, oversee design, distribution of e-mail newsletters

How to Apply:
Send resume/cover letter to NNB Casting Company, 6320 Commodore Sloat, Los Angeles, CA 90024.
Development Assistant  
DNA-People’s Law Services  
Flagstaff, AZ  
Pay: $20,000 to $25,000  
Qualifications:  
  BA/BS  
  One year experience in development or fundraising-relevant experience, project management,  
  communication, writing skills  
  Know Outlook, Word, Excel, Internet research  
  Prefer grant writing, graphic design skills  
Responsibilities:  
  Oversee grant writing program  
  Assist with development/fundraising activities  
  Prepare grant proposals  
  Maintain grant files, database  
  Develop project ideas  
  Maintain grant calendar  
  Identify new grant funding opportunities  
  Assist with marketing, newsletter  
  Recruit volunteers  
How to Apply:  
Send resume/cover letter/writing sample to Kathy Gallagher, Director of Development, DNA-People’s Legal Services, 2323 E. Greenlaw Lane, #1, Flagstaff, AZ  86004; e-mail kathyg@dnalegalservices.org.  Application deadline is 04/28/08.

Operations Coordinator  
The Partnership for Los Angeles Schools  
Los Angeles  
Pay: n/a  
Qualifications:  
  BA/BS  
  Two to three professional experience in operations, nonprofit management, strategic planning  
  Excellent interpersonal, data analysis, writing, interpersonal skills  
  Prefer education industry, legal experience  
Responsibilities:  
  Develop recommendations for managing operational performance of organization’s home office,  
  school sites  
  Develop profiles of best practices nationally in key operational areas  
  Assist with development of clear accountability system in each service area, profile  
  Manage key compliance requirements  
  Manage logistical elements  
How to Apply:  
Send resume/cover letter to Manish Jain, The Partnership for Los Angeles Schools, 200 N. Spring Street, #303, Los Angeles, CA  90012; fax 213-978-0655; e-mail manish.jain@lacity.org.  Application deadline is 05/05/08.

Development Officer  
New Mexico State University Library  
Las Cruces, NM  
Pay: n/a  
Qualifications:
BA/BS
Two years relevant fundraising experience
Excellent communication, organization skills
Strong writing and analytical skills
Travel abilities

Responsibilities:
Identify, cultivate, solicit gifts
Attend campus development meetings
Draft proposals
Organize development activities, events
Maintain records pertaining to donors, donor contacts

How to Apply:
Send resume/cover letter/three references to Veronica Gomez, Records Specialist, New Mexico State University Library, Box 30006, MSC 3475, Las Cruces, NM 88003-8006; fax 505-646-6940; e-mail vemoran@lib.nmsu.edu.

Development Associate
World of Good Development Organization
Emeryville, CA
Pay: n/a
Qualifications:
BA/BS
Excellent organizational, writing, communication skills
Know MS Office
Prefer know fair trade

Responsibilities:
Research potential foundations, funders, grant writing, coordinate small grants program for artisan cooperative communities
Plan fundraising events

How to Apply:
Send resume/cover letter/three references to Audrey Seagraves, World of Good Development Organization, 5900 Hollis Street, Suite X, Emeryville, CA 94608; fax 510-528-8440; www.worldofgood.org; e-mail jobs@worldofgood.org. Application deadline is 04/30/08.

Internal Sales Representative
National Instruments Hungary Kft
Hungary
Pay: n/a
Qualifications:
Technical degree/technical school in electronics/telecommunications/industrial engineering/business/communications
Excellent communications skills
Fluent Slovenian
Prefer knowledge of products

Responsibilities:
Consult with customers in software, hardware products for test, measurement, industrial automation solutions
Develop system quotations, identify, close sales
Assist with marketing, sales events, tradeshows, user meetings

How to Apply:
Full Charge Bookkeeper
Crystal Reports
Alberta, Canada
Pay: n/a
Qualifications:
  HS grad
  Five years experience
  Know Excel, Office
  Strong service orientation
  Experience with AccPac, Crystal Reports
Responsibilities:
  Process accounts payable/receivable
  Manage bank, general ledger reconciliations
  Prepare quarterly tax filings
  Perform month end closings
  Track fixed assets
  Prepare depreciation schedules
  Prepare trial balance, financial statements
  Assist in year-end audit.
How to Apply:
  Send resume/cover letter to Sherwood Park Alliance Church, 1011 Cloverbar Road, Sherwood Park, Alberta T8A 4V7, CANADA; fax 780-467-1454.

Fundraising Executive
Micro-Insurance Academy
Delhi, India
Pay: n/a
Qualifications:
  Prefer fluent Hindi
  Proven ability to raise funds from US sources
  Experience in drafting EU proposals
Responsibilities:
  Produce donor appeals, grant applications
  Develop, pursue fundraising ideas
  Work with donors
  Maintain donor database
  Process donations
  Maintain records
  Design support materials including posters, newsletters.
How to Apply:
  E-mail resume/cover letter to Micro-Insurance Academy, Delhi, INDIA, info@mia.org.in; www.microinsuranceacademy.org/. Application deadline is 05/29/08.

Business Reporter
Democrat and Chronicle
Rochester, NY
Pay: n/a
Qualifications:
  BA/BS journalism or equivalent experience
  Two years journalism experience
  Web and multimedia experience
Responsibilities:
  Cover business for daily newspaper
  Break news on Web site
  Do podcasts
  Collect audio interviews
  Work with videographers
  Appear on TV as needed
How to Apply:
  Send resume/cover letter to Neill Borowski, Managing Editor, Democrat and Chronicle, 55 Exchange Blvd, Rochester, NY  14614; e-mail jobs@democratandchronicle.com and nborowsk@democratandchronicle.com.

Personal Finance Editor
U.S. News & World Report
Washington, D.C.
Pay: n/a
Qualifications:
  Three years experience editing at online consumer publication/Web site
Responsibilities:
  Manage, expand money/business section online
  Assign stories
  Manage freelancers, bloggers
  Implement personal finance Web strategy
  Enhance editorial content, audio/video podcasts, Web-based tools, data projects
How to Apply:
  E-mail resume/cover letter to James Pethokoukis, U.S. News & World Report, Washington, DC, jpethokoukis@usnews.com.

Business Reporter
Mergermarket
Chicago
Pay: n/a
Qualifications:
  Business background
  Can write seven to 10 short pieces/week
  Interest in business work
Responsibilities:
  Write proprietary intelligence on mergers, acquisitions.
How to Apply:
  E-mail resume/cover letter to abigail.roberts@mergermarket.com.

Business Reporter
Boulder Country Business Report
Boulder, CO
Pay: n/a
Responsibilities:
Cover business, technology, healthcare beats in Boulder and Broomfield counties

How to Apply:
Send resume/cover letter to Publisher Christopher Wood, Boulder County Business Report, 3180 Sterling Circle, Boulder, CO 80301.

Advertising/Marketing Jobs

Marketing Associate
The NYC Lesbian, Gay, Bisexual & Transgender Community Center
New York
Pay: n/a
Qualifications:
Require three years experience
Know MS Office, Access, InDesign, Photoshop, Web site content management systems
Excellent organizational, communication skills

Responsibilities:
Assist with deliverables, communications, data management, Web site/online initiatives
Co-edit monthly newsletter
Collect content from all departments, proof, write stories

How to Apply:
Apply online at www.gaycenter.org/about/employment or resume/cover letter/salary requirements to Human Resources, The NYC Lesbian, Gay, Bisexual & Transgender Community Center, 208 West 13th Street, New York, NY 10011; fax 212-924-2657. No phone calls. Application deadline is 06/03/08.
Production and Marketing Assistant
Chief of Staff, Mathematical Association of America
Washington, D.C.
Pay: $30,000s
Qualifications:
  BA/BS/equivalent experience
  Strong communication
  Organized
  Teamwork skills
  Know word processing, databases, spreadsheets, electronic communications, design programs
  Prefer book production, desktop publishing experience
Responsibilities:
  Proof, track manuscripts, layout, design ads
  Execute marketing campaigns
  Register books
  Prepare book exhibits at meetings
  Manage database, admin duties
How to Apply:
  E-mail resume/cover letter/salary history to Calluna Euving, chief of staff, Mathematical Association of America, Washington, DC, hr@maa.org; www.maa.org. Application deadline is 05/01/08.

Development and Marketing Associate
Program Associate Search
New York
Pay: n/a
Qualifications:
  BA/BS
  Two years professional experience in development/marketing/PR position
  Strong communication, writing, computer skills and online promotion
  Marketing experience
  Prefer background in news, politics and urban studies
Responsibilities:
  Implement marketing
  Promotion of organization, membership programs and advocacy activities
  Increase readership of Web site
  Manage program, fundraising events
  Research funding opportunities and potential donors
  Maintain press lists and PR resources
How to Apply:
  Send resume/cover letter/salary requirements to Program Associate Search, Citizens Union, 299 Broadway, #700, New York, NY 10007; e-mail recruiting@citizensunionfoundation.org. Application deadline is 04/25/08.

Advertising Account Executive
Anaheim, CA
Sources Interlink Cos.
Pay: n/a
Qualifications:
  Excellent writing, communication, customer service, client relation and marketing skills
  Know market, field of interest, production procedures, specs, contact management programs, MS
Office, MSG, DataTrax
BA/BS
One to three years sales experience
Automotive enthusiast
Responsibilities:
Sell advertising in national magazines including print advertising space, Web page digital ads, event marketing, sponsorships, service existing clients
Maintain contact database
Manage monthly closing for ad space, material, prospect for new business
How to Apply:
E-mail resume/cover letter/salary history to Source Interlink Cos., Inc. Human Resources, 2400 E. Katella, 11th Floor, Anaheim, CA 92806, career@sourceinterlink.com (subj: Acct Exec-Ana).

Marketing Assistant
Exploratorium
San Francisco, CA
Pay: n/a
Qualifications:
BA/BS
One year experience
Word, Excel, Filemaker, Dreamweaver, html and graphic design
Production experience
Excellent communication, research, people and math skills
Responsibilities:
Assist with marketing department, group sales, promotions, store and admissions
Manage online presence
Update online events calendar
Format/distribute monthly electronic newsletter
Work with vendors, media reports
Track cash advances, expense reports, monthly petty cash reconciliation
Process invoices
Coordinate space
Produce bimonthly concierge newsletter
Update/maintain databases
How to Apply:
Send resume/cover letter to Dept MKTG-2, Exploratorium, 3601 Lyon Street, San Francisco, CA 94123; fax 415-561-0370; e-mail resume@exploratorium.edu (no attachments). No phone calls.

Marketing and Merchandising Specialist
TOKYOPOP
Los Angeles
Qualifications:
BA/BS
One to three years marketing/sales experience
Strong interpersonal, analytical, technical, communication skills and creative vision
Responsibilities:
Coordinate, implement marketing plans
Analyze competition
Oversee planning/execution of printed sales support materials including seasonal frontlist sales catalogs, UK annual sales catalog, annual backlist catalog and international rights guide
Manage support calendar including pre-sales launch planning meetings, sales conferences
Develop marketing strategies
Handle field sales requests, special proposals

How to Apply:
E-mail resume/cover letter/salary history to TOKYOPOP, Los Angeles, CA, careers@tokyopop.com (subj: MMSPECIALIST-0408). No phone calls.