COM Career Services Messenger
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.

May 1, 2008

I. Internships II. Jobs

I. Internships

General Communication Internships

Intern
Cartridge Word
Weymouth, MA
Description:
Cartridge World is the world-leader in printer cartridge refilling.
Pay: n/a
Qualifications:
Currently enrolled in undergraduate program
Have reliable transportation
Be available weekdays and weekends
Earn college credit for internship is preferred
Live within reasonable drive of Weymouth, MA
Responsibilities:
Help design and implement creative grassroots marketing efforts
Travel with CWNE staff around New England
Learn how to media-buy
Assist with the planning of Grand Opening celebrations
Assist the Director of Brand Development with promotions
Learn about various aspects of franchise operations

How to Apply:
Send cover letter and resume to E. J. Kritz at cjkritz@cw-ne.com.

Event Intern
Creative Events, Inc.
Boston
Description:
Creative Events is a full service event design firm with services ranging from theme design to event publicity. The summer intern will assist in every aspect of the company from planning events to event execution. The internship is full-time from 9a.m. to 5p.m.

Pay: n/a

How to Apply:
E-mail resumes to Kristina Tsipouras at Kristina@creativeeventsinc.com.

Intern
Cotuit Kettleers of the Cape Cod Baseball League
Cotuit, MA
Description:
This is an internship starting June 11 and ending mid-August. Games begin at 5p.m. and are played at Lowell Park in Cotuit.

Pay: n/a

Responsibilities:
Introduce players, guests, celebrities, national anthem
Choose music between innings
Provide guidance to the scoreboard operator and official scorer
Read advertisements and announcements each half inning

How to Apply:
Send resume to Rich Marcianete at rmarci@comcast.net.

Journalism/Photojournalism Internships

Editorial and Social Media Intern
Commongood Careers
Boston
Description:
Commongood Careers works with 60 nonprofit clients to fill over 200-mission-critical positions a year. It also provides resources for all socially-driven jobseekers and addressing talent-related issues throughout the sector, and strives to be a leading source for nonprofit career information.

Pay: n/a

Qualifications:
Research, writing, fact-checking and proofreading skills
Journalism skills helpful
Ability to write to editorial standards and discern and differentiate what makes a story relevant
First hand knowledge of or interest in workforce and talent issues related to the social sector
Passion for the Internet as a powerful communications channel
Knowledge of and enthusiasm for ways to creatively leverage social media applications
Excellent time management and organizational skills
Ability to work under pressure and meet deadlines
Ability to balance multiple projects simultaneously and work independently
Proficiency in Microsoft Office Suite
Interest in working for a start-up organization
Interest in pursuing career in the communications field and/or nonprofit organizations

Responsibilities:
Support mission-critical projects to help CommonGood Careers strengthen its brand position as a leading source for nonprofit career information
Researching and writing articles for publication
Develop and pursue strategies to leverage online social media sites
Develop two to four inch articles per month for publication
Pitch new article ideas as appropriate
Assist in scoping new content partners
Track media coverage
Research and develop strategies for building relationships with users of relevant social media Web sites
Develop user profiles, build networks, publish content and monitor online discussion
Contribute to company blog
Research and pursue other online viral initiatives

How to Apply:
E-mail resume, cover letter and writing sample to Dana Hagenbunch at dhagenbuch@cgcareers.org. Put “Editorial and Social Media Intern” in subject line.

Film/Television Internships

Television Intern
Industry Entertainment
Los Angeles
Description:
Industry Entertainment is a leading management/feature and TV production company. It also manages a group of entertainment talent, including feature and television actors, writers and directors. Interns will receive training in reading screenplays critically and in writing script and book coverage. They also receive reviews of their writing and an opportunity to meet with executives and attend certain company meetings.

Pay: n/a
Qualifications:
Enrolled in accredited institution
Flexible schedule
General knowledge of computers
Candidates who can work throughout a whole school semester are preferable

Responsibilities:
Project research
Desk floating
Administrative tasks

How to Apply:
E-mail cover letter and resume to industryinternship@yahoo.com. Attn: Internship Program. Indicate availability per week and start/end dates.

Public Relations Internships
PR/Corporate Communications/Marketing Intern  
Chaloner Associates  
New York  
Description:  
This national executive search firm specializes in communications, public relations and marketing.  
It is looking for an intern to be with them for three months.  
Pay: n/a  
Responsibilities:  
Data entry  
Administrative responsibilities  
Research revolved around specific projects  
Event planning  
Scheduling of interviews for candidates or meetings for Associates  
Assist the managing director, associate and project manager  
Answer phones  
Web site maintenance  
Office management  
Supply ordering  
Writing assignments  
Candidate pre-screens  
Pay: n/a  
How to Apply:  
E-mail Jenn Marcotte at jenn@chaloner.com.

PR Intern  
AMR Research  
Boston  
Description:  
AMR Research is a technology research company that provides unbiased, frank analysis of the technology industry for business professionals. The public relations internship is a project-based position that supports the public relations team. Depending on ability, intern will have the opportunity to write press releases, pitch the media, respond to incoming press requests and assist with strategy. Past interns have worked on the creation of a resource directory, compiling media lists, updating the press database, organizing mail campaigns, etc.  
Pay: n/a  
Qualifications:  
Must be a junior or senior undergraduate in a public relations or communications college program  
Must have completed public relations coursework or internship  
Should be results oriented, assertive and organized  
Should be willing to work 30-35 hours per week, negotiable  
Must possess strong writing and presentation skills and a willingness to learn  
Must have a professional demeanor and a positive attitude  
Responsibilities:  
Assist with incoming press calls  
Compile media lists  
Assist with press release, biography and pitch writing  
Compile clip reports for internal distribution  
Update press database  
How to Apply:  
Send resume and cover letter to hr@amrresearch.com to apply for summer position.
Intern
Fleishman-Hillard Cleveland
Cleveland, OH
Description:
FH Cleveland collaborates daily with other FH offices around the globe to lead and assist various groups. It is well-versed in all areas and primarily focuses on healthcare and consumer marketing, often with clients that are Fortune 100 companies. This is a three-month internship where interns will travel and participate with FH training sessions, develop a portfolio and collaborate with other interns.
Pay: n/a
Qualifications:
- Passion for communications
- Excellent writing skills
- Commitment to quality work
- Professionalism
- Focus on career development
- Desire to learn
- “Can do” attitude
- General belief that anything’s possible
- Team-oriented
- Ability to multi-task and work under time constraints
- Strong PR, journalism or marketing background
- Completion of junior-level coursework
- Applicable experience gained through previous internships or student organizations
- Familiarity with AP style
- Recommended by a college professor, student adviser or previous employer
- Measurable academic success
- Successful completion of the FH writing test
Responsibilities:
- Brainstorm
- Research
- Draft documents
- Media outreach and pitching
- Writing proposals
- Analysis
- Creating media kits
- Attending client events
- Cultivating relationships with media
How to Apply:
Send resume and cover letter to Nader Ali-Hassan at nader.alihassan@fleishman.com.

Intern
Zipcar Inc.
Cambridge, MA
Description:
Zipcar Inc. is the world’s largest car sharing service. It seeks freshmen, sophomore or junior year students interested in learning about public relations and corporate communications. This is a summer internship with flexible hours.
Pay: unpaid/college credit
Qualifications:
- Prefer candidates who live in Boston
Prefer candidates who can receive college credits
Solid writing
Good communications
Desire to learn public relations

Responsibilities:
- Managing and maintain press coverage database
- Collect weekly reports
- Acting as liaison between public relations firms and Zipcar
- Write/edit press releases
- Attend photo shoots TV shoots and press interviews
- Assist corporate communications manager

How to apply:
Send resume to Kristina Kennedy, corporate communications manager, at kkennedy@zipcar.com or 617-995-4304.

II. Jobs

Communications Coordinator
Indianapolis Zoo
Indianapolis, IN
Pay: n/a
Qualifications:
- BA/BS
- Four-five years media experience
- Computer, MS Office, writing skills
- Prefer Web 2.0 programming experience

Responsibilities:
- Handle media relations
- Write
- Service news releases
- Place features
- Coordinate broadcast taping
- Live remotes
- Prepare media materials
- Use digital still photography, videography
- Edit video for media
- Web use

How to Apply:
E-mail resume/cover letter/salary history to Indianapolis Zoo, Indianapolis, IN, jobs@indyzoo.com or apply online at www.indianapoliszoo.com.

Communications/Public Relations Faculty
Anderson University
Anderson, IN
Description:
- Pursue tenure track, beginning 08/08
Pay: n/a
Qualifications:
- Excellence in teaching
Commitment to scholarship
Professional experience
Prefer Ph.D., will consider MA/MS

Responsibilities:
Teach PR, graphic/media design
Direct department’s PR agency for nonprofit organizations

How to Apply:
Send resume/cover letter/three references to Dean Jeffrey Wright, College of the Arts, Anderson University, Anderson, IN 46012-3495.

Research Assistant/Writer
National Center for Children in Poverty/Columbia University
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 using internal management interface

How to Apply:
Send resume/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. Deadline is 05/07/08.

Communications Associate
Village Community School
New York
Pay: n/a
Qualifications:
BA/BS
Strong writing, editing, organization, interpersonal, computer skills
Prefer experience working in schools

Responsibilities:
Write and oversee publication of school newsletters
Attend events, classroom activities
Write/post to Web site weekly articles on school events
Edit letters to school community, donors
Work with parent volunteers
Organize alumni programs

How to Apply:
Send resume/cover letter to Joely, Village Community School, 272 West 10th Street, New York, NY 10014; www.vcsnyc.org; e-mail jpritzker@vcs-nyc.org. Deadline is 06/01/08.

Communications and Outreach Project Assistant
The Equal Rights Center
Washington, D.C.
Pay: n/a
Qualifications:
   Excellent communication, organizational, time management skills
   BA/BS liberal arts/communications/social science/law/psychology/urban studies
   Spanish language skills
   Grant writing experience
Responsibilities:
   Handle media relations
   Draft/edit press materials
   Maintain media contact lists
   Coordinate membership relations
   Develop material for educational trainings
   Coordinate, write, edit quarterly newsletter
   Manage/update Web site, plan special events
How to Apply:
   Send resume/cover letter to Melissa Fobear, Manager of Administration, The Equal Rights Center, 11 Dupont Circle, 4th Floor, Washington, DC 20036; fax 202-234-3106; www.equalrightscenter.org; e-mail mfobear@equalrightscenter.org. Deadline is 05/26/08.

Communications Associate
Fortune Society
Long Island City, NY
Pay: n/a
Qualifications:
   Strong interpersonal, communication, organizational, writing skills
   Know MS Office, Raiser’s Edge, Quark
   Experience in Web site design, marketing, communications, event planning
Responsibilities:
   Create content/maintain Web site
   Manage special events
   Assist in media relations
   Produce quarterly publication
   Assist with development of annual report, brochures
   Develop/track event budgets
   Assist with government, foundation proposals
How to Apply:
   E-mail resume/cover letter/salary requirements to Fortune Society, Long Island City, NY, fortunejobs@fortunesociety.org. No phone calls, faxes. Deadline is 05/26/08.

Grant Writer/Development Assistant
The United Mitochondrial Disease Foundation
Pay: n/a
Qualifications:
   BA/BS
   Technical writing, research skills
   Experience developing, writing, editing, submitting grant proposals
   Ability to collect, decipher data into meaningful statistics
Responsibilities:
   Work with managers, fiscal officers to determine goals, objectives, scope, funding needs
How to Apply:
Publications coordinator  
Academy of Educational Development  
Washington, D.C.  
Pay: n/a  
Qualifications:  
- BA/BS communications/liberal arts/English/development studies/public health/Third World studies  
- Know desktop, MS Word, Excel, PowerPoint, Access  
- USAID-related field projects  
- Budget experience  
- Excellent writing, editing, proofing skills  
Responsibilities:  
- Oversee desktop publishing  
- Work with editors, translators, printers, designers  
- Develop workflows  
- Coordinate mailings of project documents  
- Maintain/track inventory levels  
- Some editing, proofing  
- Track dissemination costs  
How to Apply:  
Send resume/cover letter to Academy for Educational Development, 1825 Connecticut Avenue NW, Washington, DC 20009-5721; fax 202-884-8413; e-mail employ@aed.org (subject: Pos #MD8074id). Deadline is 05/30/08.

Administrative Consultant  
All City  
New York  
Pay: n/a  
Qualifications:  
- Interest in cultural history, social justice, arts/media, health, sociology, urban studies  
- Excellent organizational, communication skills  
Responsibilities:  
- Edit  
- Submit funding proposals, research  
- Administrative duties  
- Assist with grant applications, research for books, articles, publicity for events, exhibits  
- Work with press  
How to Apply:  
Send resume/cover letter to Hugo Martinez, All City, PO Box 182, New York, NY 10040; e-mail staff@allcity.info. Deadline is 05/24/08.

Development Specialist  
Historic New England  
Boston  
Pay: n/a  
Qualifications:  
- BA/BS
Communication, computer skills
Word processing, spreadsheet, database management experience
Driver’s license

Responsibilities:
- Manage database functions
- Assist with development activities
- Process payments
- Data entry
- Produce gift acknowledgements
- Develop status reports
- Develop reports
- Reconcile databases
- Assist with mailings
- File maintenance

How to Apply:
Resume/cover letter to Human Resources, Historic New England, 141 Cambridge Street, Boston, MA 02114; fax 617-227-9204; e-mail jobs@historicnewengland.org.

Communications Officer
The Public Welfare Foundation
Washington, D.C.
Pay: n/a

Qualifications:
- BA/BS
- Excellent writing, communication skills
- Experience in journalism, media outreach at national/policy levels
- Experience in Web site coordination, content management, strategy, implementation, marketing and organization’s program areas

Responsibilities:
- Handle media relations, Web site, publications
- Create communications strategy

How to Apply:
Send resume/cover letter to The Public Welfare Foundation, 1200 U Street NW, Washington, DC 20009; e-mail hr@publicwelfare.org.

Advertising/Marketing Jobs

Online Marketing Coordinator
Boston Magazine
Boston

Description:
The Coordinator will manage advertising and marketing programs for the Internet Team.

Pay: $25,000 to $30,000

Qualifications:
- One to two years of marketing/advertising experience
- Extremely organized with strong attention to detail
- Web-savvy with interest in the Online Advertising industry
- Demonstrated experience use software programs, such as Web site analytics and Microsoft Office Suite
- Ability to manage program development
- Ability to interpret data and draw sound conclusions
Comfortable working in fast-paced environment
Attentive to detail

Responsibilities:
- Collecting and organizing all online advertising materials
- Managing advertising schedules: banner ads, newsletters, sponsorships
- Monitoring ad fulfillment in ad server
- Creating reports on campaign performance
- Organizing inventory calendar
- Coordinate launch of new product development
- Interact with clients and sales team
- Work with marketing teams to coordinate launch and follow-through on online marketing projects
- Work within project management software to make sure all deadlines are met

How to Apply:
E-mail Ian Zweig at zweig@bostonmagazine.com.

Television/Film Jobs

Anchor/Reporter
KSBW-TV
Salinas, CA
Pay: n/a
Qualifications:
- Anchor, live reporting experience

Responsibilities:
- Anchor
- Possibly produce program
- Report three days/week

How to Apply:
Send resume/cover letter/tape or DVD/refs to News Director, KSBW-TV, 238 John Street, Salinas, CA 93901. No phone calls.

News Producer
WSET-TV
Lynchburg, VA
Pay: n/a
Qualifications:
- MA/MS broadcast journalism
- Know journalistic standards related to on-air presentation of news
- Excellent writing
- Professional appearance
- Travel

How to Apply:
Send resume/cover letter to Director of Human Resources, WSET-TV, PO Box 11588, Lynchburg, VA 24506-1588.

Anchor/Reporter
WTVR TV
Richmond, VA
Pay: n/a
Qualifications:
- Two-three years anchor desk experience
Three years experience reporting from field
Strong writing, storytelling
Live reporting skills

Responsibilities:
Weekend anchor
Weekday reporter

How to Apply:
Send resume/cover letter/tape to Chip Mahaney, CBS 6 WTVR TV, 3301 West Broad Street, Richmond, VA 23230. No phone calls.

Promotion Writer/Producer
WCNC-TV
Charlotte, NC
Pay: n/a
Qualifications:
One year writing experience, producing topical, image promotion
Love language
Know nonlinear editing, pop culture, marketing trends
BA/BS preferred
Two years experience at network affiliated station.

Responsibilities:
Write, produce, edit on-air news topicals
Proof of performance spots, news, station image campaigns

How to Apply:
Send resume/cover letter/tape/salary history to WCNC-TV, Human Resources Dept, Re: 08-13, 1001 Wood Ridge Center Drive, Charlotte, NC 28217-1901.

TV News Producer
WFMZ-TV
Allentown, PA
Description:
Work weekday noon, weekend 6 p.m. newscasts.
Pay: n/a
Qualifications:
Strong writing skills
Real world knowledge

How to Apply:
Send resume/cover letter/references/writing samples to Job #NB157, WFMZ-TV, 300 East Rock Road, Allentown, PA 18103.

Producer
Al Jazeera English
Washington, D.C.
Pay: n/a
Qualifications:
Writing and research skills
Organized

Responsibilities:
Produce live interactive talk show focusing on international issues
Interview high-profile guests
Write scripts
Research
Source/edit video
Coordinate production
Develop show, guest ideas

How to Apply:
E-mail resume/cover letter/salary history to Al Jazeera English, Washington, DC, Beatrice.nyamekye@aljazeera.net.

**Journalism/Photojournalism Jobs**

Part-time News Editor
*The Internationalist*
Cambridge, MA
Pay: n/a
Qualifications:
- Interest in international news and business news
- Knowledge all available news resources, Internet based and other
- Knowledge of wire news services
- Knowledge of blogging
- Ability to make contact with news organizations
- Ability to make contact with newsmakers
- Ability to interact with press agents
- Knowledge of the latest advances in Internet communications

How to Apply:
Send cover letter and resume to Jack Collins at jc@internationalist.com.

Staff Writer
The Advisory Board Company
Washington, D.C.
Description:
Work from 6:30 a.m. to 3:30 p.m.
Pay: n/a
Qualifications:
- Excellent writing skills
- Acute news sense
- Ability to thrive under intense
Responsibilities:
- Identify articles through online, paper-based searches
- Write summaries of day’s health news
- Proof day’s documents

How to Apply:

Sports Copy Editor
*The Press of Atlantic City*
Pleasantville, NJ
Pay: n/a
Qualifications:
- Copy editing experience
- Strong editing, layout skills
Know Quark
Writing skills
Prefer BA/BS

How to Apply:
Send resume/cover letter/samples to Sports Editor Mark Melhorn, The Press of Atlantic City, 11 Devins Lane, Pleasantville, NJ 08232; e-mail mmelhorn@pressofac.com. No phone calls.

International Editor-Overnight
Business Wire
New York
Pay: n/a
Qualifications:
Excellent at proofing
Communication, typing skills
Know MS Word, Excel
Prefer BA/BS
Wire service experience
Know international news services
French language skills

How to Apply:
E-mail resume/cover letter to Business Wire, New York, NY, nyjob@businesswire.com (subject: Resume for Sean). No phone calls.

Reporter/Staff Writer
The Weekly Almanac
Honesdale, PA
Pay: n/a
Qualifications:
BA/BS
One year writing experience
Know AP style, computer, typing, photography
Organization skills
Driver’s license.

How to Apply:
Send resume/cover letter/writing samples to Mary Baldwin, The Weekly Almanac, 3202 Lake Ariel Highway, Honesdale, PA 18431; fax 570-253-8937; e-mail mbaldwin@weeklyalmanac.com.

Personal Finance Editor
U.S.News.com
Washington, D.C.
Qualifications:
Three years editing experiencing at online consumer publication/Web site

Responsibilities:
Assign stories to reporters
Manage, edit freelancers, bloggers
Implement, evolve personal finance Web strategy with enhanced editorial content, audio, video podcasts, web-based tools, data projects.

How to Apply:
E-mail resume/cover letter to James Pethokoukis, U.S.News.com, Washington, DC, jpethokoukis@usnews.com.
Copy Writer  
Harlem Success Academy  
New York  
Pay: n/a  
Qualifications:  
    BA/BS  
Responsibilities:  
    Assist with conceptualization, composition of written materials  
    Produce, edit Web content, promotional materials, press releases, grant applications, speeches for executives  
How to Apply:  
    Send resume/cover letter/writing sample to Kristina Exline, Harlem Success Academy, 34 West 118th Street, 2nd Floor, New York, NY 10026; www.harlemsuccess.org/join-our-team; e-mail jobs@harlemsuccess.org. Deadline is 05/25/08.

Photographer/Editor  
Belo Capital Bureau  
Washington, D.C.  
Pay: n/a  
Qualifications:  
    Love politics, news photography, nonlinear PC-based editing  
    Prefer Washington, D.C. experience  
How to Apply:  
    Send resume, cover letter and tape to Vice President, Belo Capital Bureau, 1325 G Street NW, #250, Washington, DC 20005; e-mail openings@belo-dc.com.

Publisher  
Berkshire HomeStyle  
Austerlitz, NY  
Pay: n/a  
Description:  
    Succeed publisher of lifestyle magazine within two years.  
How to Apply:  
    Send resume/cover letter to Henry Meininger, Publisher, Berkshire HomeStyle, PO Box 14, Austerlitz, NY 12017; www.berkshirehomestyle.com.

Photographer  
Associated Press  
Philadelphia, PA  
Pay: n/a  
Qualifications:  
    Excellent news judgment  
    Photographic skills  
    Sense of photo composition  
    Ability to produce work in multimedia  
    Process/edit film-based, digital photographic images  
Responsibilities:  
    Cover spot news, enterprise, sports  
How to Apply:

Business Reporter
*Democrat and Chronicle*
Rochester, NY
Pay: n/a
Qualifications:
  - BA/BS journalism
  - Two years experience
  - Web, multimedia experience
Responsibilities:
  - Break news on Web site
  - Write for page 1A, Sunday, daily business sections
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.

General Assignment Reporter
*Eagle Times*
Claremont, NH
Pay: n/a
How to Apply:
  - Send resume/cover letter/writing samples to Managing Editor, *Eagle Times*, 401 River Road, Claremont, NH 03743.

Fact Checker
*Macfadden Performing Arts Media*
New York
Pay: n/a
Qualifications:
  - Excellent reporting, organizational skills
  - Prefer copyediting, proofing, dance experience
How to Apply:
  - E-mail resume/cover letter to Macfadden Performing Arts Media, New York, NY, hrubin@dancemedia.com.

Associate Editor
*Access Intelligence*
Rockville, MD
Pay: n/a
Qualifications:
  - Knowledge of telecommunications industry
Responsibilities:
  - Cover technology for biz-to-biz/trade journal, broadband cable, competitive industries
How to Apply:
  - E-mail resume/cover letter/salary requirements to Access Intelligence, Rockville, MD, jobs@accessintel.com; fax 301-424-2231.

Editor/Writer
Bennington Banner
Bennington, VT
Pay: n/a
Qualifications:
  Pagination experience
Responsibilities:
  Produce weekly arts section, some copy editing
How to Apply:
  Send resume/cover letter/writing samples to Editor James Therrien, Bennington Banner, 425 Main Street, Bennington, VT 05201; e-mail jtherrien@benningtonbanner.com.

Education Writer
The Citizens’ Voice
Wilkes-Barre, PA
Pay: n/a
Qualifications:
  One-two years daily experience
  Will consider entry level with strong journalism background
Responsibilities:
  Cover education beat
  Identify, produce enterprise
How to Apply:
  Send resume/cover letter/samples to Larry Holeva, Managing Editor, The Citizens’ Voice, 75 N. Washington Street, Wilkes-Barre, PA 18711; e-mail lholeva@citizensvoice.com.

Enrollment Web Editor/Writer
Jordan Anderson Advertising
New York
Pay: n/a
Qualifications:
  BA/BS
  One year editorial or publishing experience
  Ability to generate, implement new Web-based marketing tactics
  Project management, proofing skills
  Know Chicago, AP styles, MS Word, html
Responsibilities:
  Manage enrollment area of university Web site
  Write, edit materials for Web site, online communications
How to Apply:
  Send resume/cover letter to Ivy Ching, Jordan Anderson Advertising, 180 Varick Street, New York, NY 10014; fax 212-741-6868; www.jordananderson.com; e-mail ivy@jordananderson.com (subject: Posting #0600175). Deadline is 05/26/08.

Technical Writer
International Partnership for Microbicides
Silver Spring, MD
Pay: n/a
Qualifications:
  BA/BS
  Three years professional writing experience
  Background in journalism, advocacy, science global, public health
Interest in policy issues including women’s health, prevention, access to medicines
Excellent writing, research, analytical, info monitoring, interpersonal skills
Prefer developing country experience

Responsibilities:
Produce reports, written content for donor, board, stakeholder audiences
Edit
Research
Prepare presentations
Assist with writing projects

How to Apply:
Send resume/cover letter to Lindsay Michel, International Partnership for Microbicides, 8401 Colesville Road, #200, Silver Spring, MD 20910; fax 301-608-2241; www.ipm-microbicides.org; e-mail careers@ipm-microbicides.org. Deadline is 05/25/08.

Freelance Photo Editor
The Golf Digest
Wilton, CT
Description:
This is a part-time position.
Pay: n/a
Qualifications:
One year experience in magazine photo editing
Excellent Communication, organization, research skills
Know MAC, Photoshop, InDesign, Photo Mechanic, FTP programs

How to Apply:

Proofreader
The Sentinel
Lewistown, PA
Pay: n/a
Qualifications:
BA/BS in journalism or equivalent experience
Grammar, punctuation, communication, leadership skills
Prefer knowledge of Quark

Responsibilities:
Work on assignments
Copy editing
City desk duties

How to Apply:
Send resume/cover letter/writing samples to Managing Editor Heather Goodwin Henline, The Sentinel, PO Box 588, Lewistown, PA 17044; e-mail hhenline@lewistownsentinel.com.

Arts and Entertainment Editor
The Telegraph
Nashua, NH
Pay: n/a
Qualifications:
Daily newspaper experience
Excellent editing skills
Know layout, grammar, AP style
Prefer know Quark, Flash, Photoshop, Soundslides, Audacity

Responsibilities:
- Oversee weekly tabloid, Web site
- Work with local arts community
- Manage freelancers
- Assist in production of Sunday section
- Add to feature sections

How to Apply:
Send resume/cover letter to Marty Karlon, *The Telegraph*, PO Box 1008, Nashua, NH 03061; e-mail mkarlon@nashuatelegraph.com.

Associate Editor
*Represent*
New York
Pay: $37-$41K

Responsibilities:
- Develop personal, reported stories for magazine
- Co-teach summer writing workshop with editor
- Facilitate group meetings, projects
- Research story ideas
- Copy editing
- Informal mentoring

How to Apply:
Send resume/cover letter/two writing samples to *Represent*, 224 W. 29th Street, 2nd Floor, New York, NY 10001. No phone calls, e-mails. Deadline is 05/06/08.
Staff Writer
PHI
Bronx, NY
Pay: n/a
Qualifications:
  Three years professional writing experience
  Excellent writing, editing, interpersonal, project management skills
  Prefer experience with writing grant proposals
  Strong grant administration or donor database skills
Responsibilities:
  Write/edit fundraising materials
  Expand funding sources
How to Apply:
  Send resume/cover letter/writing samples to PHI, 349 East 149th Street, 10th Floor, Bronx, NY 10451; www.phinational.org; e-mail info@phinational.org (subject: Staff Writer). Deadline is 05/01/08.

Copy editor
The Herald-Tribune
Sarasota, FL
Pay: n/a
Qualifications:
  BA/BS journalism/or related
  Two years experience on copy desk for daily newspaper
Responsibilities:
  Edit copy
  Write heads
How to Apply:
  Send resume/cover letter/headline samples/two references to Jeffrey Rubin, Copy Desk Chief, The Herald-Tribune, 1741 Main Street, Sarasota, FL 34236; e-mail Jeffrey.rubin@heraldtribune.com. No phone calls.

Staff Writer
Marine Corps Times
Springfield, VA
Pay: n/a
Qualifications:
  BA/BS
  Military knowledge, experience
  Extensive travel
Responsibilities:
  Cover US Marine Corp
  Break national news
  Translate complicated policies for independent newsweekly
How to Apply:
  Send resume/cover letter/five to seven clips to HR/Marine Corps Times, 6883 Commercial Drive, Springfield, VA 22159; fax 703-750-8129; e-mail resumes@atpco.com.

Hospitality Reporter
Atlanta Business Chronicle
Atlanta, GA
Pay: n/a
Qualifications:
- Prefer business reporting experience

How to Apply:
- E-mail resume/cover letter/clips to David Allison, editor, *Atlanta Business Chronicle*, Atlanta, GA, dallison@bizjournals.com.

Sports Writer
Kentucky New Era
Hopkinsville, KY
Pay: n/a
Responsibilities:
- Cover prep, college, professional sports
- Produce enterprise stories
- Write columns
- Paginate
- Take photos

How to Apply:
- Send resume/cover letter/clips/references to Joe Wilson, Sports Editor, Kentucky New Era, PO Box 729, Hopkinsville, KY 42241; e-mail jwilson@kentuckynewera.com.

Editor/Feature Writer
*Acadiana LifeStyle Magazine*
New Iberia, LA
Pay: n/a
Qualifications:
- BA/BS
  - Journalism, reporting, writing, editing experience

Responsibilities:
- Develop editorial plans
- Schedule writers
- Write articles, advertorials, proof

How to Apply:
- E-mail resume/cover letter/writing skills to *Acadiana LifeStyle Magazine*, New Iberia, LA, arts@acadianalifestyle.com.

Higher Education Reporter
*The Gainesville Sun*
Gainesville, FL
Pay: n/a
Qualifications:
- Experience covering higher education

Responsibilities:
- Cover University of FL, higher education.

How to Apply:

Reporter/Photographer
*Kentucky Standard*
Bardstown, KY
Pay: n/a
Qualifications:
   BA/BS journalism/related
   Writing
   Researching
   Interviewing
   Pagination
   Organization, time management skills
   Good grammar, spelling
   Know photography, Photoshop, Internet
Responsibilities:
   Cover beats including government, courts, tourism
   Handle general assignment, features
   Take photos
   Cover spot sports
   Design news, features
   Attend meetings
How to Apply:
   Send resume/cover letter/clips to Lisa Tolliver, *Kentucky Standard*, 110 W. Stephen Foster Avenue, Bardstown, KY 40004; e-mail ltolliver@kystandard.com.

Copy Editor/Page Designer
*Chattanooga Times Free Press*
Chattanooga, TN
Pay: n/a
Qualifications:
   Know MAC, InDesign
   Experience writing heads, captions
   Prefer BA/BS journalism
Responsibilities:
   Edit local, wire service copy
   Paginate pages
How to Apply:
   Send resume/cover letter to Rick Moore, News Editor, *Chattanooga Times Free Press*, 400 E. 11th Street, Chattanooga, TN 37403; fax 423-668-5050; e-mail rmoore@timesfreepress.com.

Design Editor
*The Northern Virginia Daily*
Strasburg, VA
Pay: n/a
Qualifications:
   Quark, Photoshop, head writing, copy editing skills
How to Apply:
   Send resume/cover letter/samples to Bob Wooten, Managing Editor, *The Northern Virginia Daily*, 152 N. Holliday Street, Strasburg, VA 22657; e-mail bwooten@nvdaily.com.

Photojournalist
WTVR-CBS
Richmond, VA
Pay: n/a
Qualifications:
One to two years experience
High production values
Strong videography skills
Prefer English, nonlinear experience

Responsibilities:
Shoot and edit news stories
Generate ideas

How to Apply:
Send resume/cover letter/VHS tape to Andy Pederson, Chief Photographer, WTVR-CBS 6, 3301 W. Broad Street, Richmond, VA 23230.

Copy Writer
Heifer Int'l
Little Rock, AR
Pay: $31.8-$35.8K
Qualifications:
BA/BS + two years experience
Prefer MA/MS

Responsibilities:
Write, edit collateral
Proof materials
Manage projects
Proof, fact check

How to Apply:

Reporter/Editor
Advanstar Communications
North Olmsted, OH
Pay: n/a
Qualifications:
Writing skills
Prefer knowledge of Web, InCopy

Responsibilities:
Monthly veterinary trade magazine
Generate story ideas, enterprise reporting, write articles

How to Apply:
Send resume/cover letter/three clips to Human Resources, Advanstar Communications, 24950 Country Club Blvd, #200, North Olmsted, OH 44070; fax 440-826-2805; e-mail jobscelev@advanstar.com. Job Code: RE/DV.

Reporter
Hendricks County Flyer
Avon, IN
Pay: n/a
Responsibilities:
Know importance of community news, photography
Page design skills
Know AP style
Ability to enterprise

How to Apply:
Regional Reporter
*The Dickinson Press*
Dickinson, ND
Pay: n/a
Qualifications
- BA/BS journalism
- Reporting experience
- Prefer photography skills
Responsibilities:
- Write general news, features
How to Apply:
Send resume/cover letter/five writing samples to Alan Reed, Managing Editor, *The Dickinson Press*, PO Box 1367, Dickinson, ND 58602; e-mail areed@thedickinsonpress.com.

Interactive Editor
*Northwest Herald*
Crystal Lake, IL
Pay: n/a
Qualifications:
- Know videography, online media, writing, editing
- Prefer supervisory experience
Responsibilities:
- Develop, assign, manage long/short-term online projects
- Produce breaking news
- Oversee in-house video, multimedia projects
How to Apply:
Send resume/cover letter/salary requirements/samples to Mike Weiler, Managing Editor for Interactive Media, *Northwest Herald*, PO Box 250, Crystal Lake, IL 60039-0250; e-mail mweiler@nwnewsgroup.com.

Photojournalist
*The Emporia Gazette*
Emporia, KS
Pay: n/a
Qualifications:
- Photoshop skills, prefer video, Internet
- New media experience
- Photojournalism experience
- Will consider new or recent college grad
Responsibilities:
- Shoot sports, hard news events, creative portraits, in-depth photo stories
How to Apply:
Resume/cover letter/photography samples/three references to Gwendolynne Larson, Managing Editor, *The Emporia Gazette*, 517 Merchant Street, Emporia, KS 66801; e-mail larson@emporiagazette.com.

Report
*The Messenger*
Fort Dodge, IA
Pay: n/a
Qualifications:
  Photography experience
Responsibilities:
  Cover features, news
How to Apply:
  Send resume/cover letter/samples to Barbara Wallace Hughes, *The Messenger*, Box 659, Fort Dodge, IA 50501; e-mail bwh@messengernews.net.

Reporter
*The Eagle-Gazette*
Lancaster, OH
Pay: n/a
Qualifications:
  BA/BS
  Know AP style
  Excellent grammar, writing, reporting skills
Responsibilities:
  Cover business/growth development in community
  Edit stories
  Supervise reports
How to Apply:
  Send resume/cover letter/samples/references to Antoinette Taylor-Thomas, managing editor, *The Eagle-Gazette*, 138 W. Chestnut Street, Lancaster, OH 43130; e-mail ataylort@ncogannett.com.

Grant Writer/Grants Manager
A World Fit for Kids
Los Angeles, CA
Pay: $45K-$55K
Qualifications:
  Two to three years experience
  Track record in grant writing, fundraising programs development, organization, communication, research, writing, analytical skills
Responsibilities:
  Create, manage organize development plan
  Identify short/long term goals, funding prospects
  Generate revenue for agency programs, services
  Respect for development calendar
  Grant application follow-up
How to Apply:
  Send resume/cover letter/writing samples/three references to Estela Gutierrez, A World Fit for Kids, 2550 W. Beverly Blvd, 2nd Floor, Los Angeles, CA 90057; fax 213-387-7507; www.worldfitforkids.org; e-mail info@worldfitforkids.org. Deadline is 05/10/08.

Publication Production Coordinator
Coffey Communications
Walla Walla, WA
Pay: n/a
Qualifications:
  BA/BS journalism/PR/ marketing/communications/English/related
Strong organization, customer service skills
Know business, client goals
Prefer three years hospital or health plan marketing, PR, communications experience
MAC skills

Responsibilities:
Work with clients, production staff through publication production process for custom publications
Document client feedback
Maintain production periods, possible surcharges, cost allocation

How to Apply:
Send resume/cover letter to Human Resources, Coffey Communications, Inc, 1505 Business One Circle, Walla Walla, WA 99362; e-mail jobs@coffeycomm.com.

Sports Editor
Houston Community Newspapers
Houston, TX
Pay: n/a
Qualifications:
Knowledge of AP style

Responsibilities:
Oversee sports pages of community newspaper group
Cover local sporting events
Manage network of correspondents
Write/edit copy
Select photos, graphics

How to Apply:
Send resume/cover letter/writing samples to Houston Community Newspapers, 523 N. Sam Houston Parkway East, #600, Houston, TX 77060; fax 281-668-1126; e-mail jobs@hcnonline.com.

Reporter
Rocky Mountain Chronicle
Fort Collins, CO
Pay: n/a
Qualifications:
Strong enterprise reporting
Writing skills
Alternative sensibilities
Prefer alternative experience

Responsibilities:
Work on short/long-form investigative news stories
Magazine-length narrative features

How to Apply:
Send resume/cover letter/three to five clips to Editor Vanessa Martinez, Rocky Mountain Chronicle, 316 W. Mountain Avenue, Fort Collins, CO 80521; e-mail Vanessa@rmchronicle.com (subject: Staff Reporter; pdf files only). No phone calls.

New Media Producer
Sunbelt Digital Media
Las Vegas, NV
Pay: n/a
Qualifications:
- Know Windows-based computer operations
- Driver’s license
- Prefer BA/BS in journalism or journalism background

Responsibilities:
- Work with reporters, editors, photographer to maintain local news coverage on Web
- Work with TV reporters to expand Web coverage
- Write news stories

How to Apply:
- Send resume/cover letter to Toby Heinze, New Media Producer Reno Search, Sunbelt Digital Media, 1500 Foremaster Lane, Las Vegas, NV  89101.