

## Sales & Marketing Internship Description

Position: Austin Weekly News Sales & Marketing Intern

Description: Austin Weekly News is seeking a bright and enthusiastic over-achiever who is interested in helping to promote the newspaper to Chicago's Westside residents, while learning skills related to marketing, advertising and promotion. This is an opportunity to gain on-the-job experience while honing communications and technical skills. Interns will have the chance to meet Chicago West Side VIPS while networking to boost advertising sales.

Commitment: The internship is a semester-long internship meant for students or alumni. Hours and time commitment are negotiable, but will be in the area of 4-40 hours a week. Some evening and weekends may be required for special events.

Compensation: This is a voluntary, unpaid internship. Austin Weekly News will work with schools to allow interns to earn academic credit through their high school or college if the school offers such opportunities.

Supervisor: Display Advertising Coordinator

### Requirements:

- ⤴ Candidates should be interested in the Sales/Marketing field
- ⤴ Entering junior or senior year of high school, enrolled in college, OR a college alumni
- ⤴ Cumulative GPA of 2.75 or above
- ⤴ Ability to work independently and juggle multiple tasks at once
- ⤴ Excellent oral and written communication skills, including ability to take initiative and perform follow up
- ⤴ Possess a friendly, outgoing personality

Applicants must submit a cover letter explaining why this internship is desired, an updated resume, and list of availability to [alicia@oakpark.com](mailto:alicia@oakpark.com). In order to be considered for the internship program, the internship guidelines from their school must also be submitted by either faxing, emailing, or mailing the documents to the address listed above.

### Responsibilities and projects may include:

- ⤴ Media relations
- ⤴ Interact with clients
- ⤴ Perform sponsor recruitment
- ⤴ Prepare brochures and materials
- ⤴ Assist in building a projects database
- ⤴ Assist with on-site and off-site events
- ⤴ Assist with daily activities as needed (direct mail, advertising, promotions etc.)
- ⤴ Assist with creation and distribution of newsletters and promotional items
- ⤴ Assist with building and refining contact lists
- ⤴ Assist with and perform any other duties as needed or assigned by the Display Advertising Coordinator

Computer Knowledge Requirements: PowerPoint, Word/Excel, Internet savvy a must.

Questions? Contact Alicia Plomin at [alicia@oakpark.com](mailto:alicia@oakpark.com) or 708-613-3344.