ASSISTANT EDITOR, CONTENT TEAM. Wayfair, Boston, MA. Manage, maintain monthly content calendar, write, edit, pitch 20 stories/month, trend scout, perform market research for upcoming story ideas, curate products from catalogs to match given home decor imagery, track growth, progress thru weekly reporting, order, track products for upcoming photo shoots, assist on set in roughly 10-12 photo shoots/year. Req 1-3 yrs professional editorial exp, ability to write, edit for clean, concise copy, strong communication, interviewing, org, time mgmt skills, social media savvy. http://www.wayfair.com/careers?jid=o3PN1fwq

E-COMMERCE INTERN. QVC, West Chester, PA. Spring 2016, 20 hours/week. Assist in all phases of ecommerce daily tasks, complete product ranking, class updates for website, complete seasonl mktg updates for website, collect, orgz data into spreadsheets, presentaitons, learn maintenance programs, info systems, develop understanding of biz processes, flows to deliver items, data on-time to drive sales, work w/ merchandise teams, vendors to obtain content, images, assets for items being built for digital platforms. Req current enrollment in college, excel writing communication skills, know Excel, Word apps, complete of min 4 semesters of college in mktg/economics/finance/e-commerce. https://qvc.wd3.myworkdayjobs.com/QVC-USA/jobs/%253Ben-US%253BQVC-USA%253Bjob%253BWest-Chester---Studio-Park%253BIntern---eCommerce--Spring-2016_R20865%253HistoryLocationItem%252D


CREATIVE CONTENT ASSOCIATE. Cake, New York, NY. Deliver world class content to clients, manage day-to-day workloads of team, keep abreast of all online, offline news rel to clients, rival brands, monitor industry trends, check team reports for clients, manage, complete weekly status reports, ensure effective budget mgmt w/in group. Req BA/BS, communication, orgz skills, pro-active attitude. http://hire.jobvite.com/CompanyJobs/Careers.aspx?c=q069YfwUX&


BUSINESS REPORTER. The Sentinel, Carlisle, PA. Write biz-rel news, features for monthly biz journal to launch in 01/16, oversee, edit copy from correspondents, columnists. Req BA/BS journalism/Eng, ability to understand biz issues, topics important to area biz, community, political leaders, collaborate w/ daily newspaper staff, communication skills, knw photography, MS Excel, Word, PowerPoint, interviewing skills. http://lee.net/careers/opportunities/?p=j0%2FoxVV1fw8

TECHNICAL EDITOR. JRC Integrated Systems, Inc., New York, NY. Assist program mgmt office, provide program planning, mgmt for technical data element of NAV, ESGN, navigation SONAR system, associated training, oversee, provide documentation support for projects as request incl writing, editing, coordinating review of technical, procedural documents, participate in development of standards, processes. Req navigation electronics or SONOR system exp, 3 yrs DoD/DoN rel technical writing exp, expertise in MS Word, Excel, PowerPoint, MS Visio, Access, Project, excel orgz, interpersonal, problem-solving skills. Job #346645. http://www.jrcisi.com/careers/opportunities/

BUSINESS DEVELOPMENT ASSOCIATE. Social Tables, Washington, DC. Act as voice for company to future customers, make 60 outbound calls/day to create company awareness, ensure 30 qualified meetings each month, test new messaging, campaigns on regular basis. Req BA/BS, ability to talk to people on phone, career-oriented, collaborative skills. https://jobs.lever.co/socialtables/ac408190-ff51-4ecd-a08b-e82a7727d6b93

MARKETING/SALES ASSISTANT INTERNSHIP. Novo Arts Associates, Inc., New York, NY. Analyze market trends, developments to address biz opps, issues, natl hit list development, mgmt, develop presentations for internal/external meetings, lead market, competitive analyses, participate in agency meetings, presentations for new clientele, develop communication for field sales, develop social media initiatives, attend networking events. Req BA/BS mgmt/art admin/rel, background in arts, strong communication, phone, computer skills, ability to perform mathematical analysis. Paid position. http://novoarts.com/contact-us/#Vi46ziZdHIU

BRAND COPYWRITER. Wayfair, Boston, MA. Create compelling, consumer-facing copy for home decor ecommerce website, generate on-brand headlines, mktg emails, user exp copy, in-event content, buying guides. Req excel writing, collaboration skills, ability to follow established brand voice, style guide, attention to detail. http://www.wayfair.com/careers/#id=dP2P1fw

ASSOCIATE PRODUCER. National Capitol Contracting, LLC, Washington, DC. Assist production mgr, director in production, post-production activities onsite at large production studio, handle various logistical reqs of studio production team, field crews, plan, coordinate for multi-camera studio, A/V reqs, review, log video footage, story research, pre-selection interviews of potential subjects, create interview, production schedules, assist in directing of video editing, script development. Req 2 yrs exp using production scheduling software, 3 yrs exp coordinating or co-managing major production projects, exp working w/in govt client environment.http://newton.newtonsoftware.com/career/JobIntroduction.action?clientId=8a6998940f03680141051742eb3672&idx=8a7886654efc3b14edfbd5ee039fb&source=

MARKETING INTERNSHIP. FringeArts, Philadelphia, PA. PT, 20 hours/week, 12/15-05/16. Assist w/ development, mngt of promotional campaigns, audience research, mgmt of mailings, collateral distribution, special event promotion, assistance, data entry, mktg collateral editing, PR support, community engagement events, social media. Req strong phone, writing skills, pref academic background or exp in mktg or performing arts, exp or training in promotions, sales. http://fringearts.com/about/employmentinternships/

SOCIAL MEDIA AND MARKETING INTERNSHIP. Chashama, New York, NY. PT, min 3 days/week, begin spring 2016. Assist w/ social media projects, gain first-hand exp in implementing social media tools while developing strategies to increase awareness of orgz’s programs, artists, provide admin, mktg support in prep of exhibit openings, special events, attend openings, assist w/ taking pictures, uploading, sorting images, contributing to blog. Req students or recent grads w/ BA/BS art history/liberal arts/arts admin/mktg/communications/biz/rel, strong interest in NYC’s cultural landscape, passion for arts, excel communication, orgz, problem-solving skills, know MS Office, Google Apps, Windows. http://www.chashama.org/get-involved/internships?App ddl 12/15/15.


MARKETING ASSOCIATE. National Archives Foundation, Washington, DC. Support mktg, outreach efforts of foundation, assist w/ design, implementation incl online, social, traditional mktg for both local, natl campaigns in support of exhibits, programs, other initiatives. Req BA/BS, 2 yrs mktg exp, know Adobe Creative Suite software apps, Google Apps, pref nonprofit exp, interest in American history, civic engagement &/or museums. No phone calls. http://www.archivesfoundation.org/jobs/#marketing

EDITOR/WRITER/PRODUCER. Cox Media Group, Dedham, MA. Conceive, develop, produce creative segments, promos, commercial content, manage multiple creative assignments in hands-on fashion at all stages of development manage work flow, project deadlines, research new editorial techniques, new, current standards in music, storytelling, graphic design, mktg, write scripts, edit spots, create graphics to support spot production, direct talent. Req BA/BS, 2 yrs exp w/ AVID or similar nonlinear editing, videograhy, computer, orgz, MAC skills. http://jobs.coxmediagroup.com/dedham/editorial-newsroom/editor_writer_producer-jobs

WRITER/EDITOR. Georgetown University, Washington, DC. Develop written copy, content for School of Continuing Studies website, develop engaging web stories, work w/ program staff to ghostwrite thought leadership pieces, establish strong voice for web articles, incorporate human element into content pieces to capture, engage authors, work w/ SEO/SEM specialist to optimize stories for search, social media, PR, profile student, faculty, alumni accomplishments. Req BA/BS, 2 yrs exp, excel writing, editing, orgz, know MS Office, ability to write for web, exp w/ journalistic writing, AP style, pref exp in higher education. Pos #20142945. https://jobs.georgetown.edu/PG.php?posNo=20142945

MARKETING/ADMINISTRATIVE ASSISTANT. IGI Global, Hershey, PA. Assist company in mktg, admin areas. Req BA/BS, 2 yrs exp, know MS Office, excel communication, multitasking, orgz, admin, computer skills, pref mktg/communications/biz/rel major. http://www.igi-global.com/careers/

COPY EDITOR. IGI Global, Hershey, PA. PT, 38 hours/week w/ flexible schedule. Work in copy editing/editorial capacity w/in company. Req BA/BS Eng/communications/mass media/rel, strong communication skills, excel understanding of Eng grammar, attention to detail, ability to meet established deadlines, pref exp w/ APA style, publishing. http://www.igi-global.com/careers/

EDITORIAL ASSISTANT. Simons Foundation, New York, NY. Admin duties, process invoices, schedule meetings, find photos to accompany news, handle production tasks, manage all social media. Req excel communication, orgz skills, impeccable judgment, pref exp in journalism or science. No phone calls. https://workforcenow.adp.com/jobs/apply/posting.html?client=simonsfound#

DOCUMENTATION SPECIALIST. AECOM, Glen Burnie, MD. Edit reports, publications, proposals, correspondence to ensure clarity of content, consistency of format, accuracy of grammar, resp for quality control, production, distribution of documents in accordance w/ schedules, participate in development, maintenance of technical manuals, assist w/ validation, verification, resolve discrepancies, deficiencies, assist in production, distribution of documents. Req BA/BS Eng/journalism, 3 yrs rel exp, communication skills, know word processing, integrated software apps, orgz skills. Travel. Req #FS106877. https://www.urs.apply2jobs.com/ProEx/index.cfm?useaction=mExternalShowJobs&RID=106877&CurrentPage=5
BRAND COPYWRITER, Wayfair, Boston, MA. Create compelling, consumer-facing copy for home décor e-commerce website, generate on-brand headlines, mkgt emails, user exp copy, in-event content, buying guides. Req excel customer-focused, strategic skills, portfolio. http://www.wayfair.com/careers#job=8U2P1fww

RESEARCH ASSISTANT, The Economic Policy Institute, Washington, DC. Support research, writing of economists, policy analysts, work in min one of following issue areas: labor market analysis, health care, education, retirement security, int’l economics, federal budget, company’s program on race, ethnicity, economy. Req BA/BS economics/math/rel, strong quantitative skills, ability to present findings thru tables, figures, literature reviews, Excel skills, pref know labor market, micro survey data &/or exp analyzing data using SAS or STATA. No phone calls. http://www.epi.org/about/jobs/

EXECUTIVE ASSISTANT, Friends of the High Line, New York, NY. FT. Provide general admin support to execs, manage calendars, complete expense reports, compose, prepare correspondence, arrange complex, detailed travel plans, itineraries, research, incoming issues, concerns, assist in coordinating agenda of senior mgmt team meetings, manage special projects. Req BA/BS, 3 yrs exp as executive assst, excel judgment, orgz, interpersonal, writing, editing, proofing skills, know MS Office, Illustrator, pref nonprofit exp, interest in parks, public space, urban development. http://www.thehighline.org/about/careers/executive-assistant

SOCIAL MEDIA MARKETING INTERN, QVC, Inc., West Chester, PA. 20 hours/week, 01/11/16–04/29/16. Respond across social platforms, work w/ mkgt coordinators on Facebook posts, Tweets, other content, gather assets, create tagged links, schedule posts for approval to be published to company social platforms, upload approved video content w/ SEO optimized copy, coordinate admin matters for social outreach, assist in orgz of contest, sweepstakes from planning to prize fulfillment, create content for Instagram, post blogs to community platform, create tagged links for social team, vendor requests. Req current enrollment in undergrad/grad program, excel communication skills, know social media, web/digital based technologies, know PowerPoint, Word, Excel, pref graphic design exp. https://qvc.wd5.myworkdayjobs.com/QVC-USA/jobs/%2523Ben-US%2523BOVC-USA%2523Job%2523West-Chester--Studio-Park-%2523Intern--Social-Media-Marketing--Spring-2016_R20918%253FhistoryLocationItem%253D2

E-COMMERCE ASSISTANT, Rhode Island School of Design, Providence, RI. Maintain online content, resp for product presentation, order processing, fulfillment, customer relations for website, obtain, validate, link info, access points to all approved third party vendors, draft, recommend brand email mkmts, campaigns, social media postings, call-to-action graphic banners, signage. Req AA/AS, 3 yrs exp in retail environment, graphic design exp, know html, Photoshop, Illustrator, excel orgz, communication, multitasking skills, pref e-commerce exp, know JavaScript, CSS. https://careers.risd.edu/applicants/jsp/shared/frameset/Frameset.jsp?time=1447092279379

COMMUNICATIONS INTERN, EcoArt Project, New York, NY. Winter/spring position, 3 days/week. Gain exp in intl nonprofit arts orgz involved in environment, sustainable development, assist in all social media activities, press relations, grant writing, sponsorship plans. Req interest in career in PR/mkgt, know editing/copywriting, media savvy, excel writing skills, know MAC, pref know Italian or other languages. Unpaid position; school credit available. https://www.nya.org/Jobs/Show/006f14d3-b0cb-4f94-9dd2-84243ea64ce

ASSOCIATE PROJECT MANAGER/PRODUCER/DIGITAL DEPARTMENT, Metropolitan Museum of Art, New York, NY. Coordinate, support design, development, communication, installation or onsite digital products, work w/ product owners, designers, to move product or feature from idea to public release, create, communicate schedules, milestones, deliverables for each project, orgz, maintain project directories, CMS, archives, documentation, undertake quality assurance testing, manage bug-tracking system. Req BA/BS, 1 yr exp in public-facing digital technologies, media production, communications, publishing, museums, cultural orgzs, know CMS, html, CSS, digital design tools, excel orgz, communication skills, pref know waterfall project mgmt methodologies, MA/MS w/ concentration in digital media/digital communications, visual or moving image arts. https://www.linkedin.com/jobs2/view/81805005/trks/jobs_isrep_job_listing_text

SPORTS REPORTER, Star News Group, Manasquan, NJ. FT. Cover local HS sports w/ game stories, features, coach interviews, cover some weekend, night games. Req BA/BS journalism/rel, pref exp; will consider recent grads w/ journalism/Eng background. No phone calls. http://starnewsgroup.com/employment.html

REPORTER, Star News Group, Manasquan, NJ. FT. Cover police, school, municipal news, features, cover night municipal meetings, 1 weekend day every 8 weeks. Req BA/BS journalism/rel, pref exp; will consider recent grads w/ journalism/Eng/rel background. No phone calls. http://starnewsgroup.com/employment.html

PART-TIME REPORTER, Star News Group, Manasquan, NJ. 24 hours/week, Mon-Wed w/ some hours spent covering night municipal meetings, occasional weekend day, cover police, school, municipal news, school news, other features, breaking news, handle obituaries, letters to editor, milestones. Req BA/BS Eng/journalism/political science/communications/rel. Possibility to advance to FT. http://starnewsgroup.com/employment.html

EDITORIAL ASSISTANT, F+W, Avon, MA. Update, maintain editorial dept’s schedules, prepare, distribute title add/change memos, Pub Board notes, provide reports as requested, proof, import Crimson Romance manuscripts into CMS, help support editorial research functions, file expense reports as requested by publisher, senior editors, admin duties, write mkgt, back panel copy for crash books, non-book products, e-books as requested. Req BA/BS, excel writing, editing, proofing skills, attention to detail, know MS Word, Excel, pref exp or internship in publishing, know CMS. Req #1071. http://chk.thesalesstudio.com/chk06ats/careers/requisition.jsp?org=INTERWEBE&cws=38&rid=936

INTEGRATED MARKETING MANAGER-BICYCLING, Rodale, Emmaus, NY. Collaborate w/ advertising sales team, corporate sales, mkgt dept, clients to develop campaign strategies, prepare customized mkgt materials, write proposals, manage program executions that will help attract, maintain, increase magz’s print, online advertising, event sponsorship revenue. Req 3 yrs mkgt &/or sales development exp for media brand, strong balance of strategic, creative skills, exp in developing compelling integrated mkgt programs, strong communication, copywriting skills, know digital, social media platforms, apps, Word, Excel, PowerPoint. Tracking Code: 939-663. https://rodaleninc-openhire.silkroad.com/epostings/index.cfm?action=section&app=jobinfo&jobid=939

COPYWRITER, Mullen Lowe U.S., Boston, MA. Develop big ideas, exps, execute them across all channels. Req 1-4 yrs exp as copywriter working in agency environment, conceptual, collaborative, creative skills, range of writing styles, humor, portfolio. http://www.mullenloweus.com/jobs/1661/

WEB CONTENT SPECIALIST. WME CBS 13/WPFO Fox 23, Portland, ME. Format stories for different platforms, maximize digital assets, ensure content is entered efficiently, accurately across all assigned projects, proof, copy edit websites, update stories, breaking news, post video to web, monitor user comments on station sites for inappropriate content, set up, monitor live web stream of newscasts, other live events. Req 1-2 yrs web producing exp at news website, know nonlinear editing, photo editing software, newsroom systems, ability to maintain digital assets, archives, edit systems, prep BA/BS journalism. https://sbetv-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.dspjobj&jobid=4174

South/Southeast


MILITARY STAFF WRITER. Pilot Media, Norfolk, VA. Cover military, naval base, large community of veterans from all branches of armed forces, take readers inside military culture, board vessels, airplanes, go into field w/ troops. Req 3 yrs reporting exp, proved record of beat development, ability to build audiences thru social media, pref exp covering military affairs, know Excel, Access. https://thevirginianpilot-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.dspjobj&jobid=329

CONTENT MARKETING STRATEGIST. Pilot Media, Norfolk, VA. Develop, implement digital, social content plans for accounts across major platforms incl Facebook, Twitter, Instagram, Pinterest, develop detailed plans, make recommendations for owned, earned, paid media, create content for clients incl blogs, social media images, infographics, monitor high level engagement, performance of campaigns. Req BA/BS mkgt/communications/journalism, content mkgt rock star, passion for developing concept, creating stellar digital, content advertising background, proven social media analysis skills. Tracking Code: 324-718. https://thevirginianpilot-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&jobid=324&company_id=16718

LIBRARY ASSOCIATE. Louisiana State University, Baton Rouge, LA. Maintain federal documents collection by reviewing, processing lists of discards from other depository libraries in order to replace missing, lost or damaged publications, assist w/ prep, updating of instructional materials incl finding aids, web pages, bibliographies. Req BA/BS, 3 yrs library exp or rel exp work, know computer-based apps, word processing, databases, web page development, digitizing, communication, interpersonal skills, pref exp w/ federal govt publications. Advertising #0006945. https://husystemcareers.lsu.edu/applicants/Center?quickFind=60034

COPY EDITOR. The Virginian-Pilot, Norfolk, VA. PT, 3 shifts/week w/ varying hours; Thurs-Fri 4 pm-12 am, Sat 2:30 pm-10:30 pm. Edit news, sports, features stories, write headlines, captions, proof pages, maps, graphics. Req BA/BS journalism/Eng/communications, excel grammar, spelling, time mgmt skills, know AP style, community, natl news. Tracking Code: 325-718. https://thevirginianpilot-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&jobid=325

STAFF WRITER, CITY HALL. The Virginian-Pilot, Norfolk, VA. Cover, write stories about people in govt, at City Hall, those affected by decisions, break news for online, newspaper, write enterprise pieces, profiles, database stories, develop strong sources in govt, community groups, neighborhoods, development biz, work w/ reporters, editors on stories, story brainstorming. Req BA/BS, track record of urgency in reporting, writing, record of beat development, interest in public affairs reporting, pref 4 yrs reporting exp at daily newspaper incl 1 yr exp in public affairs reporting. Tracking Code: 315-718. https://thevirginianpilot-openhire.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&jobid=315

WRITER/EDITOR. Savannah College of Art and Design, Savannah, GA. Develop creative concepts, conduct interviews, research, write engaging copy for in-house creative services team. Req BA/BS advertising/journalism/communications/writing, 2 yrs professional copywriting exp in in-house mkgt dept or advertising agency environment, exp researching independently, exp w/ content management systems, basic html coding. https://scadjobs.scad.edu/postings/12439

TELEVISION WRITER. Christian Broadcasting Network, Virginia Beach, VA. Create, edit original scripts for daily live show, work w/ live guests. Req BA/BS Eng/journalism/ntr, excel writing skills, ability to produce content for live TV incl host studio intros, next day promos, in-show teases, computer, interpersonal skills, know local media, MS Office. http://www.cbn.com/employment/opportunities.aspx#TelevisionWriter

WRITER/CONTENT PRODUCER. Operation Blessing International, Virginia Beach, VA. Create compelling, persuasive copy to inspire, promote, fundraise for orgz’s humanitarian goals by using skills in writing, editing, social media, advertising, internet content. Req excel writing, editing, interviewing, research, proofing, orgz, time mgmt, interpersonal skills, know internet content development, social media, mkgt/fundraising principles, MS Office. http://www.cbn.com/employment/opportunities.aspx#WriterContentProducer

COPY EDITOR. Bloomberg BNA, Arlington, VA. Copy edit news stories, features, other material written by staff members, outside authors for Daily Labor Report, other employment news publications, help shape, coordinate coverage, guide, advise staff members in their research, reporting, writing, editing. Req BA/BS, 3 yrs journalism exp, copy editing exp, 1 yr writing exp for rel publication, ability to edit material under deadline pressure, know subject areas covered by assigned publications, know style rules, ability to use electronic research methods effectively, excel proofing skills, pref Eng/journalism/rel major. https://www4.recruitingcenter.net/Clients/BNA/PublicJobs/controller.cfm?action=JobProfile&Job_Id=13252&esid=az

SOCIAL MEDIA TRADER. The Socialyse Trader, Miami, FL. Deliver social media communications across paid, earned, owned media, develop, deliver social campaigns across paid media, community mgmt, blogger outreach, SEO, rich brand owned environments, deploy social media programs, technologies to create innovative, creative campaigns in support of product, brand, mkgt initiative. Req 3 yrs exp managing social media projects, bilingual Eng/Spanish, expertise w/ web analytic tools, web technology implementation, know social media technologies, strong technical, interpersonal, orgz, communication, project mgmt skills. http://hire.jobsite.com/CompanyJobs/Careers.aspx?cs=fg09VfswuI&page=Job%20Description&jobjvyfw

BUSINESS INTELLIGENCE REPORT WRITER, Christian Broadcasting Network, Virginia Beach, VA. Examine, evaluate reporting reqs for various biz units across orgz supporting biz processes, operational procedures, develop reqd reporting structures, generate, compile addl reports to recommend improvements or propose new reporting reqs/structures. Req 2 yrs exp in repor development using MS SQL Server Reporting Services, know MS T-SQL, relational, dimensional database structures, theories, principles, practices, excel analytical, problem-solving, communication, technical documentation, interpersonal skills, exp w/ dashboard, scorecard design. http://www1.lcn.com/content/business-intelligence-report-writer

RESEARCH ANALYST, Christian Broadcasting Network, Virginia Beach, VA. Assess, report on development fundraising activities incl TV, internet, social media, direct mail. Req know TV programming ratings w/ exp in market research, analysis, MS Office, analytical, communication, problem-solving, multitasking skills, know database querying, SQL programming. http://www1.lcn.com/content/research-analyst

ONLINE ASSOCIATE EDITOR, Randall-Reilly, Tuscaloosa, AL. Write daily content for online news source. Req BA/BS communications/rel, excel writing, editorial skills, know social media platforms, AP style, exp w/ feature writing, Google Analytics, social media, WordPress, photography/video, pref photography, videography skills, trucking/automotive exp. http://www.randallreilly.com/about-us/careers/#onlineseateeditor

RESEARCH ANALYST, Randall-Reilly, Charlotte, NC. Perform tasks rel to clarification of EDIS debtor info incl phone number research, outbound phone calls, editing, basic keyboarding, verify, assemble records produced from OCR Recognition Station process, review close matches, make decision to confirm or correct system’s assumption, match UCC secured party info w/ EDS databases. Req keyboard skills, ability to follow directions, concentrate. http://www.randallreilly.com/about-us/careers/#researchanalyst

TECHNICAL PROPOSAL WRITER, Micropac, Herndon, VA. Create, present complex technical specs, concepts in written response efforts to sales proposals incl RFPs, RFIs, RFQs, gather info from SMEs, research, collaborate w/ biz partners on most effective way to present proposed approaches, solutions, substantive claims, acquire subject knowledge through investigating subject matter experts, observe, use software apps, write proposal sections, translate technical, other ideas into easily understandable text, rewrite, review proposal sections, rel proposal documents, create charts, diagrams, graphics to illustrate concepts contained in proposals. Req BA/BS Eng/biz/rel, 3 yrs exp writing proposal sections, supporting proposal development life cycle, exp authoring documentation for Java software products, know MS Office, excel writing skills, ability to obtain security clearance. http://www.entellitrak.com/about/careers/

PUBLIC RELATIONS AND MARKETING ASSISTANT, K2M, Leesburg, VA. Assist w/ development, implementation, analysis of PR, mkrg, corporate communications initiatives to effectively promote orgz, monitor media coverage of orgz, products, current industry trends, assist w/ implementation/analysis of social media strategy, calendar to increase virality, audience reach, engagement. Req BA/BS PR/communications/mkrg/advertising, 1-2 yrs or internship exp in rel field, attention to detail, excel communication, presentation, writing, editing, analytical, problem-solving skills. Req #req138. https://k2m.cscd.com/ats/careersite/JobDetails.aspx?id=138

TRANScripT EDITION, National Capitol Contracting, LLC, Arlington, VA. Edit, format, prepare files, transcripts in accordance w/ client specs, record, convert, split audio, video to prepare for transcription for post-production projects, assist w/ quality control, writing original content, managing contract transcribers. Req BA/BS Eng/history/social studies/liberal arts/video-rel area, excel command of spoken, written Eng, know Windows-based programs, exp &/or interest in Google biz apps, scripting/programming, typing speed over 65 wpm, ability to gain secret level clearance. http://newton.newtonsoftware.com/career/jobintroducion.action?id=8a7880ec5088917c01509e4a5fd2037

DIGITAL CONTENT PRODUCER, WMC-TV, Memphis, TN. Create content for web/mobile/social media platforms, execute station’s digital action plan, write, edit. Req BA/BS, journalistic background, detail-oriented, strong writing, copy editing, time mgmt skills, basic working knowledge of web design, maintenance, know MS Office, ability to learn World Now content mgmt system. Job #2014-2776. https://careers-raycommedia.icims.com/jobs/2776/reports-mnj/job

EDITING AND PRODUCTION ASSISTANT, National Capitol Contracting, LLC, Arlington, VA. Record, convert, split audio, video to prepare for text, video production projects, travel to various sites, venues w/in DC metro area or across continental US to interact w/ clients, work at client sites on occasion supporting their AV systems, edit, format, prepare files, transcripts, research, suggest new multimedia software/technology/processes to increase team’s efficiency. Req BA/BS Eng/history/social studies/liberal arts/video-rel area, excel communication, Eng language skills, know Windows, MS Office, Excel, Google biz apps, ability to gain Secret level clearance, 65 wpm typing speed. http://newton.newtonsoftware.com/career/jobintroducion.action?clientid=8a699b9840f103680141051742eb3672&id=8a77824750a23f0801509000a5a742ba1ca1

REPORTER/MMJ, WDAM TV, Hattiesburg, MS. FT. Shoot, edit, write, appear on camera, post news of day to social media, digital platforms. Req familiarity w/ web-posting, nonlinear editing, know social media, ability to work under deadlines, driver’s license. No phone calls. ID: 2015-4274. https://careers-raycommedia.icims.com/jobs/4274/reporter-mmj/job


EDITORIAL ASSISTANT, Sun Sentinel, Fort Lauderdale, FL. Answer phones, compile daily weather report, gather daily lottery numbers, compile movie schedules, produce pages containing syndicated content, collect, publish sports statistics, assist sports production desk in evening, on weekends. Req strong writing, verbal communication skills, know MS Word, Outlook, pref background in sports publication, know Excel. Job ID: 2015-43446. https://careers- tribunepublishing.icims.com/jobs/43446/editorial-assistant/

CONTENT EDITOR, Cox Media Group, Norcross, GA. Write stories, curate published material for MundoHispanico’s website, create original news content in Spanish, rewrite trending, viral stories for website, edit, post social media stories. Req know new media, video, Hispanic community interests, info needs, understand digital audience needs, strong knowledge of writing styles, grammar in Spanish. http://jobs.coxmediagroup.com/georgia/editorial-newsroom/jobid8580807-content-editor-jobs
NEWS EDITOR. WFOX/WJAX, Jacksonville, FL. PT. Edit all types of video needed for newscasts, special events, other productions, operation Signal Acquisition desk to receive feeds, live shots via all available paths, communicate w/ producers, managers, directors. Req BA/BS electronic media. 1 yr nonlinear editing exp for live, deadline-dependent situations, troubleshooting skills, pref know animation programs. http://jobs.commediagroup.com/jacksonville/editorial-newsroom/part-time-news-editor-jobs

MARKETING REPRESENTATIVE. National Rifle Association, Fairfax, VA. Represent org at large consumer shows, events, across country to recruit new members, provide service to existing members, coordinate all aspect of shows, arrange travel, secure volunteer support, research advertising, promotional opps, manage independent contractors in defined territory, work w/recruiters via phone. Req BA/BS mkrg/rel, 1-3 yrs sales, mkgr exp, strong org skills, pleasant phone manner, strong command of Eng language, good writing skills, ability to travel on weekends, knowledge, awareness, support of NRA, its position in regard to 2nd Amendment, firearms-rel issues, pref retail or consumer sales exp, customer service exp. http://careers.nra.org/job-openings.aspx?1693

PART TIME COPYWRITER. Consolidated Claims Group, Charlotte, NC. Create copy for websites, mktg campaigns, print materials, white papers, email, direct mail content, collaborate w/ team members to develop, write relevant, engaging content to drive goals, polish, edit existing content to better reach, engage customer, identify customer, industry needs to connect copy authentically, develop new, creative direct-mail, email campaigns. Req BA/BS communications/mkgr/Eng/rel, excel communication skills professional demeanor, positive attitude, excel MS Word, Adobe Suite skills, commitment to constant self-improvement, professional development, pref 5 yrs exp creating content for websites, digital, print, direct mail copy. https://www.smartrecruiters.com/ConsolidatedClaimsGroup/86577791-part-time-copywriter

COPYWRITER/PROOFREADER. Tonic3, Jacksonville, FL. Craft customer communications, support wide range of communications incl client stmts, servicing letters, mkgr emails, work w/ internal clients to understand each biz request, develop powerful, concise communications. Req BA/BS Eng/journalism/mktg/rel, skill in writing clear, concise, grammatically correct copy, proofing exp, eye for detail, creativity, excel interpersonal, communication, project mgmt skills, pref 3 yrs exp in creating/writing content at agency or in financial setting. http://tonic3.workable.com/

TECHNICAL WRITER. Technatomy, Fairfax, VA. Assist in collecting, analyzing, orgizing info reqd for prep of reqs, program reviews, reports, initiative prep of documents, then review/revise to ensure consistent, concise message, conduct research, ensure use of proper technical terminology, develop written products independently. Req BA/BS Eng/rel, MS Office, PowerPoint, Excel, Word, Visio, Project skills. Job Code: 15-482. http://chj.the.taleo.net/chj05/ats/careers/requisition.jsp?org=TECHNATOMY&cws=1&rid=1311

TECHNICAL WRITER. Amazon, Herndon, VA. Develop, deliver operations, process, procedure documentation for engineers, electricians, mechanics, work w/ documentation mgmt systems, oversee lifecycle of document, work w/ samples, examples, graphics to support documentation. Req BA/BS or technical writing certificate, 3 yrs technical writing exp, exp using multiple authoring tools, strong attention to detail, exp interviewing experts, excel writing, interpersonal skills. http://www.amazon.jobs/jobs/324852/technical-writer

MULTIMEDIA ADVERTISING SALES. The Daily Herald, Roanoke Rapids, NC. Develop creative ideas for customers, grow new customers, develop existing customers w/in established territory. Req strong work ethic, excel time mgmt, people, sales skills. http://www.wickcommunications.com/job/multimedia-advertising-sales-roanoke-rapids-nc/

WEB CONTENT COORDINATOR. George Mason University, Fairfax, VA. PT, 20 hrs/week. Support website, maintain event details for college’s extensive online calendars, other website content using content mgmt system, coordinate, gather website content, update, enter info into Drupal, manage content into Drupal for several websites currently undergoing redesign. Req ability to work in group or independently, demonstrated success in website maintenance, know website CMS, html, Adobe Creative Suite, MS Office, Drupal, pref BA/BS, graphic design skills. Pos #WG1204. https://jobs.gmu.edu/postings/36421

COMMUNITY RELATIONS ASSOCIATE. Savannah School of Art and Design, Savannah, GA. Develop opps for university to engage w/ community, enhance support for university’s initiatives, maintain database of community contacts, coordinate logistics of visits to SCAD by community members, connect important visitors w/ key SCAD leaders, ensure university’s programs, facilities, opps are presented appropriately. Req BA/BS, 3 yrs rel exp, exp w/ client/employee engagement or similar roles requiring relationship mgmt, excel communication skills. https://scadjobs.scad.edu/postings/12515

WRITER/EDITOR. Savannah College of Art and Design, Savannah, GA. Develop creative concepts, conduct interviews, research, write engaging copy. Req BA/BS advertising/journalism/communications/writing, 2 yrs professional copywriting exp in in-house mkgr dept or advertising agency environment, exp researching independently, coordinating w/ creative team members, consolidating info into appropriate tone, message for various audiences, content platforms, exp w/ content mgmt systems, basic html coding. https://scadjobs.scad.edu/postings/11446

COMMUNICATIONS ASSOCIATE. FHI 360, Durham, NC. Support technical quality/technical assistance system, upload content into TA provider directory, size, crop, upload photos, edit, proof content according to style/compliance checklist, test links, other site functionality. Req 2 yrs college exp or AA/AS communications/PR/public health/rel, communication or database mgmt exp, strong attention to detail, excel spelling, grammar skills, pref PR or website exp. Job ID: 16318. https://jobs-fhi360.icimcs.com/jobs/16318/temporary-communications-associate/job

REPORTER. Washington County News/Holmes County Times, Chipley, FL. Cover general assignments in Chipley, Bonifay, FL, provide copy, photos, write for website, print products. Req writing, internet skills, embrace multimedia publishing. https://www.journalismjobs.com/job-listings/1625782

INVESTIGATIVE REPORTER. WCSC, Charleston, SC. Write investigative stories, write, ad lib concise, urgent, impactful info, use social media. Req 3 yrs reporting, anchoring exp in multi-platform newsroom, track record digging deep to produce investigative content, pref BA/BS. https://careers-raycommedia.icims.com/jobs/4310/investigative-reporter/job

DIGITAL PROJECT COORDINATOR. WABE, Atlanta, GA. Provide overall project collaboration, coordination, track, manage project, compile, deliver project status reports, coordinate project schedules, manage project meetings, direct communications w/ team members, develop collaborative efforts to help resolve technical problems. Req BA/BS computer science/project mgmt/communications/biz/rel, ability to manage multiple assignments, communication, orgz, interpersonal skills, know MS office, ability to use other data, system tools. http://news.wabe.org/node/84679
COMMUNICATIONS AND SOCIAL MEDIA COORDINATOR. Fox Sports South, Atlanta, GA. Develop, maintain strong working relationship w/ media, influencers, receive, respond to inquiries from press, genl pubic, draft network press materials for approval, determine, create appropriate pitch lists for outreach initiatives, distribute all approved releases, newsletters, programming notes to appropriate distribution lists, maintain all social media accounts on daily basis.Req BA/BS, 2 yrs professional exp working in PR, social media, know regional sports, excel media relations skills, understanding of social media platforms incl Twitter, Facebook, YouTube, Pinterest, Instagram, Vine, Tumblr, exp compiling comprehensive impression reports, social media analysis. Job #FNG0004471. https://foxcareers.com/Search/JobDetail/FNG0004471?organization=Fox+Sports

REPORTER. Cox Media Group, Atlanta, GA. Develop creative, content to engage online audiences, meet metric goals, break news consistently, produce timely stories on important arts subjects, report, write multiple stories daily for website, monitor online traffic, drive user engagement to stories, maintain active Twitter presence, cultivate social media following, add video, photos, other multimedia elements to stories when appropriate. Req BA/BS journalism/communication/equiv exp, exp w/ arts coverage in major news market, 1 yr exp as reporting, ability to produce content for multiple platforms, oversee beat involving daily angles/pitches. http://jobs.coxmediagroup.com/georgia/editorial-room/reporter-ii-jobs

PUBLISHING SUPPORT SPECIALIST. Bloomberg BNA, Arlington, VA. Conduct routine database maintenance, provide access to publishing tools, troubleshoot publishing workflows, either fix problems or communication problems to appropriate staff or unit, prepare, load data, set up database structure, cross train staff to enable quick support of systems. Req BA/BS w/ courses in info mgmt/technical writing/publishing systems/rel, 2 yrs exp using, providing support, documentation, programming reqs to others, know company products, publishing workflows, systems, relational databases, excel communication, analytical skills. https://www4.recruitingcenter.net/Clients/BNA/PublicJobs/controller.cfm?jbaction=JobProfile&Job_Id=13288&esid=aZ

Midwest

EMAIL MARKETING SPECIALIST. Angie’s List, Indianapolis, IN. Execute campaigns to advance merchandising, biz, mkts, branding objectives across visible customer touch points, manage complex communication structure for email, manage logistics of emails sends thru all phases, incl testing, creation, QA, deployment, analysis, optimization, develop, execute email segmentation campaigns that focus on entire customer life cycle, create responsive email code from PSDs. Req BA/BS 3 yrs exp in data-driven email mkgt program, know email design, mkgt, copy writing, data mgmt, analytics, orgz skills, pref know sql, html, CSS jQuery, database tables, JavaScript. https://chi.tbe.taleo.net/chj01/ats/careers/requisition.jsp?org=ANGIESLIST&cs=1&rid=2154

GOVERNMENT, COURTS & COPS REPORTER. The Times, Frankfort, IN. Cover city, county meetings, 5 towns in county, planned projects, write stories on deadline, develop sources, cover breaking news, curr data, write general assignment features. Req BA/BS journalism/rel, know AP style, multitasking, writing, orgz skills, pref web exp. https://www.journalismjobs.com/job-listings/1329098

FREELANCE EDITOR. Crain Communications Inc., Cleveland, OH. Uncover newsworthy stories on biz, natl beats from websites, social media, other publicly-available sources of data, write detail copy across variety of beats, work w/ editors, web developers, graphic designers, execute social media strategy, set editorial calendar, send breaking news alerts, write headlines. Req BA/BS, media savvy, excel writing, editing skills. Req #15-0239. https://re22.ulipro.com/CRA1001/jobboard/JobDetails.aspx?ID=712B84CB14F9AE72


COLLEGE MARKETING REPRESENTATIVE. The Orchard, Minneapolis, MN. PT. Advocate for artists that company distributes thru implementing digital, in-person mkgt strategies, promote artists in college town, on campus, create, drive awareness of artists by liaising w/, building relationships w/ influencers in markets incl college radio station, DJs, campus groups, Gorgz, college newspaper, local sites, create, maintain local Twitter, Facebook, Instagram account that promotes artists, research, attend local, campus events that will best facilitate promotion of artists, research appropriate online sites, forums, networks for target market for each artist. Req enrollment in BA/BS program w/ min 2 semesters left in Minneapolis, love music, interest in music biz, mkgt, active presence on Facebook, Twitter, Instagram. http://theorchard.theresumator.com/apply?Qnb2Q/College-Marketing-Representative-Paid

HEALTH AND WELNESS REPORTER. Herald & Review, Decatur, IL. Cover health and wellness beat, provide features for page one, Life section involving different aspects of health, fitness, general assignments. Req BA/BS or 1-2 yrs rel exp &/or training in journalism/rel, excel Eng language skills, ability to write articles for publication that conform to prescribed style, format, know MS Office. http://lee.net/careers/opportunities/?p=job%2FoD1X1fw

SALES AND MARKETING. Superior Expansions, Inc., Duluth, MN. Work w/ top retailers in country for company specializing in outsourced direct mkgt, promotional sales campaigns. Sal + commission, monthly bonus. https://www.smartrecruiters.com/SuperiorExpansionsInc/85863096-entry-level-sales-and
SOCIAL MEDIA SPECIALIST, Havas Media, Chicago, IL. Developed paid social recommendations designed to meet goals provided in briefs from client/planning teams, launch campaigns in platform, provide reporting, optimization recommendations, quality control trafficking creative, ad tags using 3rd party ad server tools, bid managers, oversee issuing, updating of insertion orders. Req BA/BS, 1 yr exp in media planning, know MS Office, social media exp w/ Facebook, Twitter, excel orgz, communication, multitasking skills. http://hire.jobvite.com/CompanyJobs/Careers.aspx?cs=069FtwU&page=Job%20%Description&i=0KDF1fwN

REPORTER, Wisconsin State Journal, Madison, WI. PT, 2-3 nights/week, 1 weekend day shift/week. Cover breaking news, govt meetings, news, features as needed. Req BA/BS, exp working at college or daily newspaper, driver’s license, vehicle. http://lee.net/careers/opportunities/?job%2F0uVp1fw2

PUBLICIST, Milkweed Editions, Minneapolis, MN. Conceive, develop, implement inventive campaigns to promote authors, books, cultivate, maintain relationships w/ print, radio, electronic media outlets nationwide, work w/authors to promote books thru author tours, events, compose, deliver effective pitches thru print, digital media. Req love of literature, orgz, multitasking, communication, writing skills, passion about promoting, selling books, pref exp w/ book promoting, graphic design skills. http://milkweed.org/about-us/internships-jobs

MEDIA EDITOR, LaSalle NewsTribune, LaSalle, IL. Videography, editing, assist w/ layout, writing for website, social media; will be trained on newspaper’s software. www.newstrib.com

NEWS WRITER, Total Traffic Network, Des Moines, IA. 10 pm-6 am, Sun-Thurs. Provide content for radio stations during morning drive, write summaries for local markets as assigned, provide possible content for natl wire, deliver on-air regional news reports. Req exp, on-air exp, know what morning drive radio is all about. Job #6481. https://hearmedia-openhire.silkroad.com/postings/index.cfm?TargetAction=app.jobInfX&version=1&jobid=6045

ANCHOR/REPORTER, WHO, Dayton, OH. Write, read 2 newscasts/hour, work flexible shift, write 3-5 clear, concise stories/week, dig up story ideas, build relationships w/ sources. Req 2 yrs exp, writing, interviewing skills. http://jobs.coxmediagroup.com/cincinnati/broadcast/jobid6763116-anchor-jobs

DIGITAL FEATURES EDITOR, The State Journal-Register, Springfield, IL. Plan, execute daily online content centered on local entertainment, arts, pop culture, lifestyle, assign, produce engaging stories, lists, multimedia content, coordinate pkging of content for print edition’s features sections, coordinate special sections. Req BA/BS, 2 yrs exp, strong online, orgz, planning skills, pref exp as editor, video editing skills. No phone calls. http://www.gatehousedmedia.com/article/20151012/NEWS/151019987

ANCHOR, WHO Radio News, Dayton, OH. PT. Determine local news presentation, implement policies outlined by operations mgmt, read news on air, anchor newscasts until next anchor is prepared to start anchoring, write, stack, pre-read, edit news used on air, provide posts to Facebook, Twitter daily, collaborate w/ reporters in other platforms to co-produce stories. Req excel writing skills, pref BA/BS, exp in radio journalism, 1 yr exp in spot news/developing enterprise stories. http://jobs.coxmediagroup.com/cincinnati/broadcast/archer-part-time-jobs

EMAIL MARKETING AND WEBSITE COORDINATOR, Interlochen Center for the Arts, Interlochen, MI. Oversee, implement deployment of content thru variety of channels incl email, other digital mktg channels, manage email mktg campaigns, plan, target, set up, test, execute, report campaigns, manage all phases of email mktg campaign deployment, provide functional expertise, best practices, collaborate w/ copywriters, graphic designers, translate graphic design assets into html email layouts. Req BA/BS communications/journalism/mktg/PR/IT/rel, 2 yrs exp in digital, online mktg, strong technology, orgz skills, know html, CSS, content mngmt systems, know image formats, basic Photoshop skills. http://www.interlochen.org/careers

WEB MARKETING ANALYST, Angie’s List, Indianapolis, IN. Take data generated by mktg dept, turn it into understandable, usable info for decision making, lead analysis efforts surrounding how members interact w/ both membership, e-commerce funnels, manage request from leadership team, conduct independent analysis w/ intern to provide mktg w/ actionable items that foster new, creative techniques to manage visitor, member exp, create, maintain dashboards, drive genl reporting activities. Req BA/BS, exp in biz analyst or intel analyst, know MS office, economics, mktg, math, statistics, problem-solving, orgz skill, pref exp using web analytics platform. https://chijb.taleo.net/chijb1/ats/careers/requisition.jsp?org=ANGIESLIST&cws=1&rid=2177

E-COMMERCE MERCHANDISING COPYWRITER, Angie’s List, Indianapolis, IN. Create mktg messages to convert consumers into users, product-by-product copy for online landing pages, maintain, optimize all messaging across website, modify existing web product copy to support change requests from service providers, customer service teams, contribute to SKU auditing, sales optimization process, image mngmt, create, edit content for e-commerce offers. Req BA/BS mktg/biz/journalism/rel, e-commerce merchandising exp, exp in CMS, know MS Office, prefab SEO writing, knowledge of best practices, project coordination. https://chijb.taleo.net/chijb1/ats/careers/requisition.jsp?org=ANGIESLIST&cws=1&rid=2179

CREATIVE COPYWRITER, Lee Enterprises, Davenport, IA. Create, proof, self edit copy that clearly communicates mktg message, brand, brainstorm creative concepts, assist in developing strategies for advertising campaigns, research clients, competitors, target audiences, keep abreast of market trends, work w/in client’s specified parameters while adding extra value or ideas of your own, experiment w/ emerging trends in new media. Req BA/BS, excel writing, editing, interviewing, research, proofing skills, know internet content development, social media, mktg principles, excel command of Eng language, know MS Word, Excel, PowerPoint, Outlook strong orgz skills, pref 3 yrs copywriting exp, know InDesign. http://lee.net/careers/opportunities/?job%5F0xQPIFw6

DIGITAL MARKETING COORDINATOR, Lift Brands, Chanhassen, MN. Plan, execute, measure email mktg campaigns, search engine optimization, paid online advertising, content mktg, corporate website maintenance, monitor, report performance of all digital mktg campaigns, assess against goals, identify trends, insights, optimize spend, performance based on insights, collaborate w/ agencies, other vendor partners, brainstorm new, creative growth strategies, use strong analytical ability to evaluate end-to-end customer exp across multiple channels, member touch points, view new technologies. Req BA/BS mktg, 1 yr exp in digital mktg role, exp in email mktg, SEO, paid online advertising content, mktg, corporate website maintenance, strong understanding of current online mktg concepts, strategies, best practices, know html, Google Analytics, excel project mngmt, orgz skills. No phone calls. http://snapfitnesscareers.careerplug.com/jobs/74089/apps/new

NEWS DIRECTOR, Emsgis Communications, Indianapolis, IN. Lead news dept, grow dept’s commitment to online, social media, collaborate w/ newsroom, on-air hosts, view news as part of programming, interview news sources, cover stories, special projects, develop public affairs programming, research news events, monitor news development, work w/ developed sources. Req BA/BS, analytical, communication, writing, supervisory skills, know local community, natl events, govt regs, ability to write news reports, biz correspondence, pref 3 yrs exp. Job #005966. https://cw.na1.hgncloud.com/emmsgis/loadJobPostingDetails.do?jobPostingID=1066262&source=jobList
TECHNICAL WRITER, Smiths Medical, St. Paul, MN. Update existing product labeling, manuals, instructions for use that meet customer, regulatory, legal, mkTG, engineering, clinical reqs, use specification, prototypes, info obtained thru resources literature, personnel to develop labeling content, write drafts, conduct text analysis, manage translation process, evaluate design of materials during non-human use market acceptance test. Req BA/BS, biz/journalism/Eng/technical communications, 1-3 yrs technical writing exp, excel communication, editing, orgz skills, know MS Office, Creative Suite, computer hardware/software. Req #R&D2448. https://www3.apply2jobs.com/Smiths-Medical/ProfExt/index.cfm?fuseaction=mExternal.showJob&RID=2448&CurrentPage=3

REPORTER, Capital Journal, Pierre, SD. General assignment incl several beats, use social media, print products to inform readers. Req BA/BS, pref 2 yrs professional newspaper exp, interest or expertise in covering state legislature, state gov, interest or background in hunting, fishing, digital photography, videography skills; will consider recent college grads. http://www.wickcommunications.com/job/energetic-creative-reporter-needed-pierre-sd/

GRANT WRITER, Indianapolis Museum of Art, Indianapolis, IN. Research, develop, write, submit proposals, letters, reports, other materials to secure grant support from foundation, gov funding sources, conduct prospect research, prepare original proposals, reports, donor stewardship, increase contributed support advance institutional priorities. Req BA/BS, 3 yrs institutional fundraising exp w/ emphasis on proposal development, grant reporting, donor relations, excel presentation, communication, orgz skills, record of achieving financial goals, creativity, pref know Raiser’s Edge. http://www.imamuseum.org/sites/default/files/attachments/Job%20openings%202015.pdf


MEDIA EDITOR, LaSalle NewsTribune, LaSalle, IL. Assist w/ layout, writing for website, social media, do videography, editing. www.newstrib.com

ASSOCIATE CONTENT SPECIALIST, Swagelok, Solon, OH. Support internal/external communications incl development of trade media relations plans, create content to support commercialization, brand activities incl press releases, internal/external communications, technical articles, videos, webinars, blog, media kits, assist w/ developing strategies for external communications plans, monitor media daily to manage reputation, optimize content development, placement, develop, adhere to program timelines. Req BA/BS Eng/journalism/communications/rel, 1-3 yrs communications exp in corporation environment, pref background in corporate communications. https://re21.ultipro.com/SWA1000/jobboard/JobDetails.aspx? ID=ECCFB22E9120DC2D


West/Southwest

INVESTIGATIVE REPORTER, Sinclair Broadcast Group, Austin, TX. Develop, maintain contacts, sources in community to enterprise story ideas, identify, pitch investigative angles to big daily news stories, work w/ newsroom managers to refine investigative pitches, story scripts, write online versions of investigative reports, maintain active social media presence to build brand, solicit original story ideas. Req know legal issues rel to investigative reporting exp, history of award-winning investigative journalism. No phone calls, emails. Tracking Code: 4591. https://sbgtv-openhire slikroad.com/epostings/index.cfm?fuseaction=app.jobinfo&jobid=3976


PRODUCT MARKETING SPECIALIST, Adobe, San Jose, CA. Develop core positioning, messaging for product, develop sales tools, collateral, brief, train sales force, partners during regular sales meetings, work w/ demand generation, field mkTG teams to drive leads, plan launch of new releases, manage cross-functional implementation of plan. Req MA/MS biz/mktg/engineering rel, 3 yrs exp, know mobile technology/market, Forrester, ComScore, Nielsen advanced market research tools, building sales tools, mktg collateral. Position #39860. https://adobe.taleo.net/careersection2/moresearchfl

PUBLIC RELATIONS/SOCIAL MEDIA INTERN, Zion & Zion, Tempe, AZ. PT, 24 hours/week. Track media hits, draft releases, produce, issue media alerts, create social media campaigns, work on client social media accounts, create fact sheets, media kits, produce client meeting summaries, attend client meetings, compile media research, build targeted media lists for clients. Req completion of or pursuing BA/BS journalism/mass communications/PR rel, know current events, news, strong writing skills. Paid position. https://www.zionandzion.com/careers/public-relations-social-media/

REPORTER, The Sentinel, Hanford, CA. Dig for stories, write beats, write about important subjects for local people. Req strong writing, social media, photo skills, pref BA/BS journalism, 2 yrs journalism exp, database reporting skills. http://lee.net/careers/opportunities/?p=job%2F0o0ZKtv4

ONBOARDING COMMUNICATIONS ASSISTANT, Loenbro Inc., Great Falls, MT. Assist recruitment team w/ all admin connected w/ orgizing, running candidate orientation days, manage recruiter email box, webinar to forwarding emails, manage, update social media platforms, administer assessment tests as reqd, manage referencing process. Req BA/BS HR/communications/biz/PR, excel orgz, MS Word, Excel, communication skills, exp w/ social media channels, exp sourcing candidates or networking via social media channels, pref bilingual Eng/Spanish skills. http://www.loenbro.jobs/24701/onboarding-communications-assistant

PUBLIC RELATIONS SPECIALIST, Scottsdale Cultural Council, Scottsdale, AZ. Serve as primary media contact, prepare, distribute news releases, calendars, story ideas, build, maintain relationships w/ local media outlets, work w/ city, tourism, hospitality industry partners to promote orgz, provide collaborative input into overall branding, mktg/PR activities for other divisions as well. Req BA/BS rel, 2 yrs exp, pref art museum or nonprofit exp. https://recruit.zoho.com/sits/Portal.nl?frame=tree&digest-grv=Etv926PFmZPkhghBDsaNWWsH.Gn.Kb8ap2I5Uw- &m=vj&k=2159230000001046019&kвид=215923000000041081&embedsource=Embed
ASSOCIATE PRODUCER, Bento Box Entertainment, Burbank, CA. Manage production process from pre-production thru delivery, create weekly calendar for crew, create paperwork for artist testing, maintain database for artists testing, staffing, oversee freelancers, maintain deadlines, attend production meetings, oversee legal clearance. Req primetime animated series budgeting, overlap scheduling exp. http://www.bentoboxent.com/#/careers/c15x9


IT TECHNICAL ASSISTANT. Loenbro, Great Falls, MT. Create, develop, manage content for orgz’s web presence, write, edit, proof site content, work w/ technical team to maintain site standards w/ regard to new development, work w/ technical, biz, development mkrg members, oversee freelancers, keep current w/ emerging web technologies thru relevant blogs, web resources, admin duties. Req BA/BS Eng/journalism/technical writing/rel, 3 yrs exp managing content, production for high traffic websites, excel communication, orgz skills, advanced knowledge of html, exp w/ popular content mgmt systems, know Photoshop, Illustrator, InDesign. http://www.loenbro.jobs/job/2306/it-technical-assistant

PAGE DESIGNER, GateHouse Media, Austin, TX. Use page design software, centralized front-end system to lay out steady stream of pages, offer, execute creative solutions to content presentation, provide final read of all copy submitted for variety of publications produced by desks, publish final stories to appropriate websites, design, edit special sections, work w/ local editors across country to continually improve publications. Req 3 yrs professional exp, skills in newspaper design, copy editing, multitasking, line editing skills, know AP style, exp w/ layout software. https://www.journalismjobs.com/job-listings/1623771

ASSIGNMENT EDITOR, KIRO TV, Seattle, WA. Resp for assignment desk news coverage on variety of shifts, cover breaking news, develop sources, monitor scanners, answer newsroom phones, dispatch field crews, assist other newsroom staff, write, post breaking news stories to website, publish social media updates to Facebook, Twitter accounts. Req exp on major market assignment desk, leadership, communication skills, good judgment, pref know Puget Sound region’s geography, politics, history. http://jobs.cosmogroup.com/seattle/editorial-newsroom/assignment-editor-kiro-tv-jobs

COPY EDITOR, Albany Democrat-Herald, Albany, OR. Edit copy, pkg stories on daily deadline for websites, printed editions, select local, wire stories, photos, provide instructions for page-design specialist at company’s regional design centers, work evenings, weekends. Req keen eye for grammar, punctuation, know AP style, ability to work w/ regional design center to coordinate compelling design, work w/ range of story content incl breaking news, features, photos, prefer working knowledge in managing, editing, selecting sports copy. http://lee.net/careers/opportunities/?p=job%2F0x0C1JwB

SPORTS WRITER, The Daily News, Longview, WA. Edit copy, pkg stories on daily deadline for websites, printed editions, select local, wire stories, photos, provide instructions for page design specialist at regional design center, provide weekly sports copy, focusing on preps, outdoors, wide variety of other activities. Req good copy editing, sports writing skills, eye for grammar, punctuation, know AP style, ability to work w/ regional design center, work w/ range of story content incl breaking news, features, photos, prefer working knowledge in managing, editing, selecting copy. http://lee.net/careers/opportunities/?p=job%2FomX01fw4

MONTANA TOPICS PRODUCER, Billings Gazette, Billings, MT. Produce compelling stories, photos, videos, interactives, collections about MT, natl culture that reflects content, style of social-focused publishers, build statewide network of sources, goodwill thru Facebook, Twitter, Instagram, email, phone calls, one-on-one visits w/ goal of unraveling stories of broad appeal, understand website traffic trends.Req creativity, know digital content, ability to produce creative non-traditional video-oriented features. http://lee.net/careers/opportunities/?p=job%2F0bX1fwT

REPORTER, Elko Daily Free Press, Elko, NV. Tues-Sat morning daily. Cover local news, sports, stories w/ community appeal. Req BA/BS journalism, strong communication, orgz skills, news writing, reporting ability, pref exp on daily newspaper. http://lee.net/careers/opportunities/?p=job%2F0foZ1fwQ

PAGE DESIGNER, Arizona Daily Star, Tucson, AZ. FT. Create print pages, edit stories, info for clarity, relevance, fairness, write headlines that engage readers across print, digital platforms, present info effectively in print, on mobile, tablet platforms. Req BA/BS journalism/rel, 1 yr exp using Adobe publishing suite to design pages, copy edit stories on college or community news publication, professional design, or copy editing internship or exp on staff of college newspaper or news website. http://lee.net/careers/opportunities/?p=job%2F0hB1fwy

GRASSROOTS MANAGER, MassMedia Corporate Communications, Henderson, NV. Oversee project teams incl staff, consultants, volunteers, manage all event logistics, establish timelines for specified events, develop, maintain relationships w/ strategic vendors, review, negotiates vendor contracts, develop volunteer leadership, corporate support for designated events, develop event-rel print materials, provide event status updates to team, client, manage event budgets. Req BA/BS special event planning/political science/advertising/PR/mkrg/biz admin, 2 yrs field exp, exp in special event planning, political campaigns, excel communication, orgz, interpersonal skills. No phone calls. http://www.massmediacc.com/grassroots-manager/


PROOFREADER/COPY EDITOR, American International Industries, Los Angeles, CA. Identify, correct errors in copy composition, spelling, grammar, formatting, suggest copy enhancements to improve brand message, verify revisions, finalized copy accepted for work neatness, accuracy, ensure inclusion, correctness of all necessary info, partner w/ copywriters, design team, mkrg managers to maintain high standards, consistency in meeting project deadlines. Req 1-2 yrs proofing exp, attention to detail, know print production processes, strong communication, MS Word, MAC skills, pref BA/BS. http://www.inden.com/cmp/American-International-Industries/jobs/Proofreader-Copy-Editor-7b3d089002d99806839

MARKETING COPYWRITER, Western CPE, Bozeman, MT. Serve as point person for writing content across multiple platforms, major digital/social engagements, create original content that is promotion, product specific for landing pages, email mkrg, social media, variety of offline mkrg pieces, start, maintain company blog, collaborate w/ mkrg team in gathering info necessary to complete content requests. Req BA/BS communications/Eng/mkrg/advertising, 3 yrs exp in digital, promotional copywriting, strong understanding of digital copywriting, excel copy editing, proofing, grammar skills, attention to detail. http://www.westerncpe.com/wcm/Join_Our_Team.aspx?WebsiteKey=3220d5ac-cd44-4f72-87b8-5820b3736590
COPY EDITOR AND LMS SPECIALIST. Western CPE, Bozeman, MT. Copyedit course materials, work w/ instructors, internal staff, maintain accurate course info in learning mgmt system, advance each course from proposed concept to final product via established development steps. Req BA/BS Eng/communication/journalism, pref writing, editing exp, excel attention to detail, know MS Office.
http://www.westernmce.com/wcm/Join_Our_Team.aspx?WebsiteKey=3220d5ac-cd44-4f72-87b8-5820b3736590#

TECHNICAL WRITER. Amazon Corporate, LLC, Seattle, WA. Help develop safety, health, environmental documentation to support data center operations, construction, work w/ documentation mgmt systems, oversee lifecycle of documents, work w/ samples, examples, graphics to support documentation. Req BA/BS or technical writing certificate, 3 yrs exp in technical writing role, exp using multiple authoring tools, exp restructuring, formatting, standardizing documentation strong attention to detail, proven success producing engineering-oriented documentation, exp interviewing experts to elicit essential content. ID: 308493.
http://www.amazon.jobs/jobs/308493/technical-writer


SENIOR EDITOR. California Courts, San Francisco, CA. Orgz, coordinate work w/ editing, graphics staff, set priorities, conform copy to agency style, established editorial conventions incl editings, proof readings for varied reports, coordinate production of written materials, reports, publications, work w/ authors, typesetters, graphic designers, review documents, assess content, perform appropriate fact checking, advise, guide clients on approved internal writing style. Req BA/BS Eng/journalism/rel, 3 yrs professional editorial exp, pref exp managing, orgzing editing, publishing projects, know legal publishing standards, legal terms, citation style, basic legal research, exp in coordinating graphics development, production of manuals, publications. $5.3K-$6.4K. Job ID: 4094. https://careers.jud.ca.gov/psc/recruit/EMPLOYEE/PSFT_HR/c/HRS_HRAM.HRS_CE.GBL?FolderPath=PORTAL_ROOT_OBJECT.HC_HRS_CE_GBL2&IsFolder=false&IgnoreParam Templ=FolderPath%2CIsFolder&

https://www.journalismjobs.com/job-listings/1625796

PUBLICIST. Fox Broadcasting Company, Los Angeles, CA. Lead, oversee high profile scripted, unscripted series for network, project manage publicity initiatives for various series, work on day-to-day press for various series incl booking talk show appearances, print interviews, photo shoots, set visits, affiliate satellite tours, radio press junkets, conference calls, cast screenings. Req 3 yrs TV show publicity exp, TV, cable network, studio or agency exp leading, project managing TV show publicity campaigns, excel interpersonal, communication, orgz, writing skills, ability to plan, execute NY, Los Angeles press tours, appearance, multi-city press tours, major market affiliate events. Job #FNG0004434. https://foxcareers.com/Search/JobDetail/FNG0004434?organization=Fox+Broadcasting+Company

TRAFFIC COORDINATOR. Fox Sports Southwest, Irving, TX. Perform log editing for network, meet log deadlines, log commercial spots into ordered time slots, fill daily program log w/ inventory as scheduled, manipulate log for most competitive separation, clear displaced spots, preempt as needed, place billboards, features, Tickerflows as reqd, schedule elements for master control, clear displaced/preempts to finalize log. Req 2 yrs exp in TV broadcasting traffic, know traffic terminology, general math, interpersonal, mgmt skills, know Wide orbit Traffic software, MS office, know sports venues, cable TV. Job #FNG0004444. https://foxcareers.com/Search/JobDetail/FNG0004444?organization=Fox+Sports

ASSISTANT EDITOR, SPECIALTY FIBER. F+W, Fort Collins, CO. Support editors in all stages of mgz development, both print, online, contribute to content by writing, editing assigned pieces, researching, fact checking blog, select, source necessary materials for mgz departments, work w/ editor, editors on photoshoot, coordinate model, garment data for shoot, orgz, conduct in-house photoshoot in collaboration w/ editor, designer, maintain guidelines, style guides, track flow of copy, visuals, galleys, designed pages, maintain online glossary, technique photo library, write, post blogs as requested, proof layouts for accuracy, continuity. Req BA/BS Eng/rel, knowledge of, interest in yarn crafts/needlework, writing, editing, proofing skills, know Chicago style, company style guidelines, current market trends, orgz, MS Office skills, attention to detail. Req #924. http://chk.the.taleo.net/chk06/ats/careers/requisition.jsp?org=INTERWEAVE&cws=38&rid=924

EMAIL MARKETING STRATEGIST. Overstock.com, Salt Lake City, UT. Understand daily operations, data rel to automated email program, develop strategy for automated email campaigns, work w/ support teams to develop automated team implementation, work w/ other teams to build out automated email campaigns, become resident expert on segmentation, suppression logic for email, resp for report creation w/ analysis on ad-hoc, recurring schedules. Req BA/BS biz/communications/journalism/rel, 2 yrs email mkgr exp, strong logical, analytical, problem-solving, MS Office skills, biz savvy, pref 1 yr SQL exp, exp w/ TeraData CIM/TRM/Aprimo. Job ID: 882. http://www.overstock.com/careers/?TID=FOOTCCLCAREERS

SOCIAL MEDIA COORDINATOR. Overstock.com, Salt Lake City, UT. Support day-to-day activity on all social media channels, support all social media community managers, create posts, ensure customer feedback, comments are responded to, resolved, foster engagement on social media platforms w/ customer, company brand in mind, help plan social media content calendar, consider current promotions, pertinent holidays, develop, maintain content strategy on all social media platforms, design, create graphics for daily social media posts using Photoshop, manage, coordinate social media sweeps/comp from conception to completion, update Pinterest boards, products. Req BA/BS Eng/communications/journalism/mkgr/rel, 6 months exp writing, editing, crafting content for social media space, esp leveraging social media mgmt, analytic tools, excel communication, writing, presentation, people skills, pref know standards of media measurement, evaluation. Job ID: 1013. http://www.overstock.com/careers

SOCIAL MEDIA INTERN. F+W, Fort Collins, CO. Follow best practices to publish relevant content via top social media networks, support social media best practices for online editors, mkgr managers, online product managers, others to maximize social media ROI, monitor conversation on social media properties, bring issues to attention of appropriate contacts, run contests, giveaways using 3 rd party apps, communities, maintain dashboards, critical analytics, maintain orgz director of publicity corporate social media properties. Req enrolled in college/university, working toward BA/BS Eng/journalism/communications/mkgr, passion for social media, strong personal online presence, analytical thinking, communication skills, know Excel, Google Analytics. Req #919. http://chk.the.taleo.net/chk06/ats/careers/requisition.jsp?org=INTERWEAVE&cws=38&rid=919

EDITOR. Ant Farm/Industry Creative, Los Angeles, CA. Cut trailers, TV spots, sizzle reels for theatrical, video games. Req Avid exp, show reel w/ work samples.
http://www.antfarm.net/careers/
MARKETING ANALYST, Overstock.com, Salt Lake City, UT. Provide analysis rel to customer retention, acquisition, loyalty program, ROI analyses for initiatives, activities, ad hoc strategic, tactical mkgt analyses, reporting, data for decision making, biz case analysis to support new initiatives, activities, support activities of various channels incl affiliates, paid search, display, create models to predict customer behavior, performance of mkgt initiatives, create, measure specific performance metrics. Req BA/BS economics/finance/info systems/math/statistics/mkgt/rel, 2 yrs exp, strong understanding of mkgt, financial concepts, strong command of Excel, know sql. http://www.Overstock.com/careers

SEO SPECIALIST, Overstock.com, Salt Lake City, UT. Ensure new pages, apps adhere to search engines best practices, help guide SEO, content creation efforts, competitive market analysis, learn, use all website SEO tools, coordinate w/ affiliates, development teams to complete projects. Req BA/BS, 2 yrs off-site SEO exp, basic understanding of Google+, html, CSS, best web practices across multiple search engines, basic understanding of Google Analytics, Google Webmaster tool, excel Excel, PowerPoint, Word, analytical, orgz, project mgmt, time mgmt skills, know search ranking factors, critical updates. http://www.Overstock.com/careers

CONTENT DATA MANAGER, 20th Century Fox, Los Angeles, CA. Manage quality of user exp thru web apps used for file-deliveries, order reporting across distribution cycle by managing content data, review customer order reports w/ mgmt to help close completed orders to ensuring consistent, timely, accurate use of systems for effective reporting. Req exp w/ data mgmt, know website design, layout, strong communication skills, familiarity w/ digital file encoding specs, intrnl tape formats, broadcast standards, Job #FEE0003303. https://foxcareers.com/Search/JobDetail/FEE0003303?organization=20th+Century+Fox


ASSISTANT, EDITORIAL/PUBLICITY/MARKETING, Ten Speed Press, Emeryville, CA. Assist senior-level professions w/ daily editorial, publicity/mkgt activities, admin duties, acquisitions, book project support, media research, outreach, general, book-specific promotional tasks, social media maintenance, work w/ authors, agents, different depts w/in company. Req strong writing skills, broad reading, cultural sensibility, interest in or knowledge of prescriptive nonfiction books in categories incl cooking, health, gardening, career, education, art, design, photography, humor, excel orgz, communication, interpersonal skills. https://myjobs-en.becruiter.net/jobagent/_randomUS/profitcenter/job_details.aspx?jobid=256533

Multi-Regional/International/Freelance

CALL FOR SUBMISSIONS, Bryant Literary Review, freelance. Seeking quality submissions of poetry, fiction for 05/16 issue. Work may be of any style or subject matter. www.bryantliteraryreview.org Submission dld 12/01/15.

BLOGGERS/WRITERS, CopyPress, freelance. Write educational, interesting, unique blog posts on variety of topics, research topics to find interesting info, stories, perspectives, write feature articles, construct clean, compelling content that attracts, engages readers, deliver polished final drafts to deliver to clients. Req strong understanding of how blog content differs from personal essays, creative writing pieces, creativity, originality, excel writing, grammar, proofing, communication skills, pref exp working in content mgmt system. http://www.copypress.com/careers/#writers

CONTENT ASSISTANT, Amazon Information Services, Beijing, China. Meet deadlines in fast-paced work environment driven by complex software systems, processes, proofread materials, edit content, work w/ software team, inter-operations team. Req book proofing exp, strong attention to detail in editing content, problem-solving, data analysis, troubleshooting, interpersonal skills, pref basic proficiency in Eng. ID: 278509. http://www.amazon.jobs/jobs/278509/content-assistant

E-COMMERCE SITE ASSOCIATE, Wayfair, Berlin, Germany. Merchandise product selection for promotional programs, translate product data between Eng, German, perform front, back end quality assurance processes, collaborate w/ copywriters, event coordinators to maximize sell thru, item velocity, maintain industry expertise, exhibit flexibility, patience, contribute to development of tools, processes. Req BA/BS or MA/MS, fluent Eng, German, know MS Office, problem-solving, multitask, orgz, people skills. http://www.wayfair.com/careers#job=okZO1fwS

POETRY AND WRITING CONTEST, Dream Quest One, freelance. Write poem or short story for chance to win cash prizes, express innermost thoughts, feelings. Poems should be 30 lines or fewer on any subject, style or form; short stories should be max 5 pages on any subject or theme, fiction or nonfiction incl essay compositions, diary, journal entries, short screenplays, screenwriting. $5 entry fee/poem, $10/story. http://www.dreamquestone.com Submission dld 01/24/16.

SOCIAL MEDIA POSITION, Shenzhen Zero-tech UAV Limited, Shenzhen, China. Oversee execution of social media strategy, manage social accounts, monitor all social media support via Sprout Social, develop/manage content, promote brand, lifestyle, products thru social media, travel w/ events team when reqd, plan social media giveaways for each event, monitor, analyze social media trends, their impact on company brand. Req know MS Office, Adobe Creative Suite, reporting, analytical, orgz, time mgmt skills. https://www.linkedin.com/jobs2/view/796830153?rskJobViewBrowseMapBackfill

SHORT STORY CONTEST, ScreenCraft, freelance. Seeking short story or novella of up to 20K words w/ "special cinematic potential." $1K prize + consultation w/ Academy Award-winning writer, Hollywood literary manager; $300 2nd prize, 10 finalists. $39 entry fee is submitted by 12/05; $49 if submitted between 12/06/15-12/19/15. For addtl $50, writers will receive professional feedback on their work. http://www.pw.org/content/submissions_open_for_screencraft_short_story_contest_0

CALL FOR MANUSCRIPTS, Settlement House, freelance. Seeking submission of book-length poetry manuscripts in Eng by 1st generation American. No restrictions on content, theme, form. www.settlementhouse.us

CALL TO AUTHORS, C&R Press, freelance. Seeking submission of book-length works of fiction, short stories, creative nonfiction, cross-genre work. Seeking work that is challenging, surprising, new. www.crcpress.org

Good luck! Next email issue: December 18, 2015