

## JOURNALIST INTERNSHIP

Journalist Interns will be responsible for researching, writing, editing, and uploading content through Wordpress and various social media platforms within set deadlines. Intern will work independently and collaborate with others to complete tasks.

### POSITION RESPONSIBILITIES MAY INCLUDE

- Compile press releases and communicate with editors of other publications.
- Pitch and write articles, blog posts, and social media posts that are relevant and consistent with Heritage Ohio's mission and events.
- Research topics for the editorial calendar.
- Work closely with the staff to assist in updating and improving both the editorial calendar and social media presence of the site.
- Set up and conduct interviews in an effective and professional manner.
- Create and upload podcasts of interviews.
- Attend specific events

### MINIMUM QUALIFICATIONS

- Pursuing a degree in Journalism, Communications, Marketing, Public Relations, or a related area.
- Outstanding written and verbal skills
- Excellent focus and a good sense of priorities.
- Attention to detail
- Ability to work independently 5-20 hours a week, and conduct themselves in a professional manner.
- Internet access and mobile phone.
- Working knowledge of Wordpress, Facebook, Twitter, Pinterest, Youtube, iTunes.
- Applicants must provide writing samples or links to any blogs or professional articles.
- Reliable mode of transportation is recommended.

### BENEFITS

- Professional work experience and work that will compliment and build upon professional portfolio.
- Networking opportunities.
- Exposure.
- If applicant has Federal Work Study, they can be paid for up to 20 hours per week.
- Flexibility in scheduling, hours worked, and opportunities to work from anywhere.