



**Boston
Neighborhood
Network**

BNN INTERNSHIP: MARKETING & COMMUNITY OUTREACH

Job Title: Marketing Assistant

Hours Per Week: 20 hours a week Jan- June

Job Grade Level: Intern

Base Pay Rate: Unpaid Part- Time

Department: Marketing & Outreach

Contact: interns@bnntv.org

Boston Neighborhood Network (BNN), Boston's community media center, offers public access to cable television channels, video production equipment and facilities, training, production support, and a multimedia computer center. By providing the means of production and a public forum, it invites diverse communities to express themselves and encourages broad-based public dialogue.

About the Position:

The Marketing and Community Outreach Internship is an unpaid, 20 hour a week position. The position directly assists the Marketing and Community Outreach Director with occasional support to the General Manager and Membership Coordinator. Because of the nature of the position, work hours will vary and can be scheduled between 9 AM and 7 PM Monday through Friday and occasional weekend days. This is an unpaid internship but college credit may be available.

Qualifications:

- Perform data entry related to marketing and membership department databases.
- Maintain brochure racks, restock materials, and assist with distribution of internal signage.
- Assist with preparation of marketing department mailings.
- Updating social media accounts such as Facebook, Twitter, YouTube and Flickr.
- Researching social media possibilities.
- Researching media contacts and maintaining media outreach database.
- Possible graphic design and video editing (based on experience). Responsibilities
- Engage in research as necessary to assist marketing department with projects and strategies.
- Assist with membership and projects if requested.

Supervisor:

Nia Grace, Director of Marketing and Outreach

To Apply:

Please send a cover letter, resume, three references, and a writing sample to:
BNN Membership & Outreach

ATTN: Internship

interns@bnntv.org or fax your materials to: 617-708-3210

3025 Washington Street | Boston, MA 02119 | Tel 617-708-3200 | Fax 617-708-3210 | www.bnntv.org

As of: 10/14/11

You Can Only Get It Here!