

Adonai Media Internship

We're seeking a copywriter/graphic designer/photographer/researcher with demonstrated management experience or strong supervisory potential to step into a new position. Exact title and responsibilities will be determined based on experience and readiness.

20-30 hours a week. Paid.

The ideal candidate will have a track record of reader-focused innovation and excellence. We're looking for someone to help set and maintain standards for editing, design and workflow, whether it's for the Women of New Braunfels Magazine or Adonai Marketing.

Our editors use the Adobe CS3 on Macintosh. They manage Web content using Microsoft Frontpage.

*Recent college graduates are encouraged to apply as well.

*Possibility for full time, salary position after initial internship completed.

Responsibilities:

Editorial/Article Publication

- Based on an editorial calendar, develop 1-2 articles per month for publication for the Women of New Braunfels Magazine. Article development includes conducting primary research, contacting sources, writing, fact-checking, and copyediting.
- Pitch new article ideas as appropriate.
- Assist in scoping new content partners.
- Track media coverage for New Braunfels Area.

Design/Marketing

- Create 1- 2 ad designs for advertisers in Magazine.
- Layout one section per issue of Women of New Braunfels.
- Create marketing material based off brand imaging.
- Brainstorm on all projects.

Research and Scheduling

- Follow up with clients as directed
- Research current trends in markets
- Set meetings as directed
- Manage content and follow up with writers and copy editors

Photography

- Take photography as directed
- Edit photography as directed

Qualifications:

- Superior research, writing, fact-checking, and proofreading skills. Experience in journalism helpful.
- Ability to write to editorial standards, and to discern and differentiate what makes a story relevant.
- Excellent time management and organizational skills. Ability to work well under pressure and meet deadlines.
- Ability to balance multiple projects simultaneously and work independently.
- Proficiency in Adobe Creative Suite, email and web-based applications.
- Interest in opportunities to learn, grow, and develop professionally.
- Interest in pursuing a career in the communications field and/or marketing field.
- Photography and editing experience required.
- Able to work unique hours if needed.

Contact: Info@adonaimarketing.com