

## **Sales & Marketing Internship with Wednesday Journal Publications located in Oak Park, IL**

**“My Sales & Marketing Internship with Austin Weekly News and The Wednesday Journal was a great experience for me. It wasn’t just an internship, but a place of work where I gained a lot of practical knowledge and experience, did a lot of networking, and worked with an awesome team. They helped me learn, develop, and establish myself as more than just an intern, or fresh graduate, but as an individual that has the experience to be an equal competitor in the job market.”**

**- Eunice Dye**

### **INTERNSHIP GOALS/LEARNING OBJECTIVES:**

This is an opportunity to gain on-the-job experience while honing communications and technical skills. We are seeking a bright and enthusiastic over-achiever who is interested in helping to promote our newspapers to local residents. The position supports our Sales Representatives while gaining knowledge of marketing, advertising and promotion. Students will learn to develop professional telephone etiquette, create client proposals, enhance company marketing, learn valuable workplace skills not available in a classroom, and more.

### **GENERAL RESPONSIBILITIES/JOB DESCRIPTION:**

Responsibilities will be centered around the Intern's areas of expertise and enjoyment as much as possible. Special projects may include the planning of fundraising events, gorilla marketing, or writing opportunities. Opportunities to make connections with the public at community sponsored events and networking meetings. This position would support the Sales Representatives for the Austin Weekly News, as well as the three suburban newspapers we publish: Wednesday Journal of Oak Park and River Forest, Forest Park Review, and Riverside Brookfield Landmark. Interns will work in a fast-paced environment and be expected to execute projects in a timely manner. Projects will include, but are not limited to, research, preparation of proposal letters and mailings, database entry, phone calls to clients or potential clients, and staffing at community events sponsored by Wednesday Journal Publications. For interns with a strong passion for sales, there is the opportunity to accompany one of our Sales Representatives on client visits in order to gather hands-on experience.

### **QUALIFICATIONS:**

Candidates should be interested in the Sales/Marketing field. They may be entering their junior or senior year of high school, enrolled in college, OR a college alumni. Cumulative GPA of 3.0 or above, though this is flexible for the right candidate. Must be able to take direction well, 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. Proficiency in Microsoft Word and Excel is required. Experience managing a team, or event planning, is a plus. Knowledge of any of the neighborhoods our newspapers serve is a very big plus (Chicago's West Side including Austin, Garfield Park and Lawndale; Oak Park; Forest Park; Riverside; Brookfield; North Riverside; La Grange).

### **SCHEDULE:**

A minimum commitment of 8 hours per week is requested. We are flexible, but the daily schedule would begin no earlier than 9am and end no later than 5:30pm Monday through Friday, with the exception of sponsored community events that might occur on weekends. The length of the internship is dependent on the Intern's availability, and on the school if the Intern is seeking credit. We require no commitment as to the length of the internship because we are seeking candidates who desire to learn what we can offer.

### **COMPENSATION:**

We will work with your school's Internship Coordinator to see if course credit could be given for this opportunity. Our goal is to really guide students in the direction they desire in order to learn new skills and gain

the most out of the experience. Upon completion of a successful internship, we will provide a recommendation letter in addition to serving as a professional business reference.

Please send a cover letter explaining why this position is desirable, along with a resume and completed Internship Application to [alicia@oakpark.com](mailto:alicia@oakpark.com).