

MARKETING/PUBLICITY INTERN DUTIES

- Data entry
- Create PowerPoints for presentations
- Help collect content and map out monthly enewsletters
- Schedule social media posts
- Mailings
- Pull together copy and art direction for post cards, bookmarks, ads, etc.
- Filing
- Post excerpts to our website and Scribd
- Research
- Post author videos/book trailers to website, YouTube, and GodTube
- Scan magazine publicity hits
- And other projects as opportunities arise and your interests/skills are developed