



WATERBROOK MULTNOMAH
PUBLISHING GROUP

WaterBrook Multnomah Marketing/Publicity Internship

BASIC QUALIFICATIONS:

- general proficiency in Microsoft Word, Microsoft Excel, and Microsoft PowerPoint
- general proficiency in Adobe Acrobat
- strong verbal and written communication skills
- clear grasp of
- passion for books
- interest in exploring the publishing world

GENERAL DUTIES:

MAILING & FILING

- mail books to contest winners
- mail manuscript galleys to media reviewers
- maintain marketing and overflow bookshelves
- scan magazine publicity hits for archive
- miscellaneous filing for marketers

DATA ENTRY

- upload back cover copy and author bios to website and for retailers to pick up for their sites
- post chapter excerpts on our website and on Scribd
- post author videos/book trailers to our website, YouTube, and GodTube
- assist with meeting preparations (ie. handouts, PowerPoint, etc.)

SUPERVISED MARKETING WORK, may include:

- working with the Art department on banner ads, bookmarks, postcards, etc.
- collect content and draft month e-newsletters
- schedule social media posts
- draft, edit, and proof marketing copy
- internet research

EDUCATIONAL & CAREER DEVELOPMENT OPPORTUNITIES:

- read published and/or pre-published books and trade publications
- participate in marketing strategy and audience identification discussions
- attend select meetings to gain deeper understanding of the publishing process

OTHER DUTIES, may include:

- assist with hospitality arrangements for visiting authors
- general office support

For more information visit www.WaterBrookMultnomah.com/internships

To apply visit www.WaterBrookMultnomah.com/internship-application/

Apply Now