

August 21, 2017

Family Focus Media, LLC - Philadelphia, PA

Publishing Internship (20 hours/week)

\$8 an hour - Part-time, Internship

Apply at: <https://www.indeed.com/cmp/Family-Focus-Media,-LLC/jobs/Publishing-Internship-6ae295373c6ae3cd?q=Philadelphia+Style+Magazine>

Family Focus Media LLC, the hub for local families looking for news, events, connections, and advice from other parents in the greater Philadelphia area, has an immediate opening for a part-time Intern (1099, 20 hours per week) to be a key contributor to our thriving magazines, website, and social media networks. This position reports directly to the Publisher and will support the marketing, events, and editorial teams. The ideal candidate for this job is a versatile and detail-oriented student with an interest in marketing, journalism, social media, event-planning, and design. COVER LETTER REQUIRED FOR CONSIDERATION.

FFM publishes Main Line Parent and Philadelphia Family , as well as a unified website for both brands, familyFOCUS.org. We also reach local families through weekly email newsletters, multiple social media channels, and face-to-face events. We are a team of driven, ambitious women with a passion for storytelling and connecting parents with like-minded friends and the wide variety of resources for kids in this area.

To learn more about us, please visit familyFOCUS.org, as well as our Main Line Parent and Philadelphia Family Facebook, Twitter, and Instagram feeds. If you're ready to jump into a fast-paced, startup environment and push the boundaries of both digital and print journalism, we want to meet you.

Responsibilities:

- Support Sales Director and team with proposal preparation for prospective clients and recap reports for completed campaigns
- Support Development Director with membership benefits' fulfillment and recruitment, as well as event planning and execution
- Support Editor-in-Chief with writing and editing stories for print, online, email newsletters, and social media
- Represent and promote the FFM brands at community events

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Office of Student Life

Requirements:

- Bachelor's degree, preferably in marketing, journalism, or a similar field
- Excellent writing skills, strong copy editing skills, and an intimate knowledge of Associated Press style
- Thorough knowledge of WordPress, Facebook, Twitter, Instagram, and Snapchat
- Proven ability to work under deadline pressure
- Experience and success with SEO principles and practices

Location: Philadelphia or the Main Line. Our team mostly works from home, with biweekly (and sometimes more frequent) team meetings in co-working and other common spaces. Must be willing to travel regionally for events and assignments.

Job Type: Internship

Salary: \$8.00 /hour