

Job Title: Media/Marketing Intern

Hours – TBD

Description & Responsibilities

1. Assist in coordinating office fundraiser event
2. Assist media buyer with coordinating radio station promotions
3. Various organization of media buys/promotions
4. Data entry
 - Media buys
 - Budgets
 - Reference materials
 - Other as needed
5. Office organization
 - Filing, labeling, etc
6. Research
 - Gather requested information from media and other sources as requested by agency principals and media buyers.

Contact:

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