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:  
Meg Cashman-Brown  
Breeze Integrated Marketing  
5300 Bee Caves Rd  
Bldg III, Ste #200  
Austin, Tx 78746  
512-236-1911  
meg@breezemarketingaustin.com