

Austin American-Statesman Business Internships

Sales & Marketing Intern

- Help sell Mortgage Rate Hotline
- Work with Travel Rep to sell B&B's into the weekly Get Outta Town Travel Directory
- Phone work: set appointments for Faith and Travel prospects
- Brainstorm ideas for new sales projects
- Select one of the ideas and sell from start to finish

Cap10K Intern

- Data entry of registration forms
- Daily sorting of tear sheets (newspaper pages with race ads and sponsor ads)
- Laminating specific badges for race day
- Organizing group entries and collation of race packets for special groups (to include, but not limited to: elementary, middle & high school team entries, corporate challenge group entries, specific group packets – approx. 1,500 – 2,000 group race packets)
- Assist with mass mail-out of entry forms & runner packets
- Assist with stuffing of 22,000 race packet envelopes
- Help answer telephone calls, esp. near deadlines regarding race related questions
- Assist with organization of late registration & packet pick-up at the North Austin Event Center
- Possible work during race week & race weekend
- Good working knowledge of Microsoft Word & Excel
- Good customer service skills, organizational skills and attention to detail are necessary
- Able-bodied and able to lift boxes (up to 40 lbs.) of entry forms, T-shirts, etc.

Austin Women's Conference Intern

- Data entry of registration forms
- Daily office tasks – phone calls, exhibit prep, badges, sorting & organizing files
- Organizing group registrations and collation of event packets for special groups
- Assist with mass mailings & event packet preparation
- Assist with organization of registration & packet pick-up at the Austin Convention Center
- Good working knowledge of Microsoft Word & Excel
- Good customer service skills, organizational skills and attention to detail are necessary
- Able-bodied and able to lift boxes (up to 40 lbs.) of supplies, T-shirts, etc.

*****Internships are unpaid. Applicants must be enrolled, or reasonably expected to be enrolled, in a class requiring an internship and must show proof of enrollment.**

If you are interested, please send a resume and cover letter to:

Ellen Stephens, SPHR
Human Resources Manager
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Email: estephens@statesman.com
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