



Long Beach 908 Marketing Services
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Long Beach 908 Internship Positions (unpaid)

- Writing Internship
- Translating and writing Internship
- Executive Assistant Internship
- PR, Marketing, and Social Media Internship

Description

Mission: Connect local residents to local businesses

Our primary mission has always been simple: Help connect Long Beach residents to the wonderful small businesses and organizations in their area through affordable and effective advertising. Our secondary mission is to showcase the best of real life in Long Beach. We highlight the real people, places, businesses, and teams that make our community special. We are a local business that stands for other local businesses. We are life-long residents that write for other Long Beach residents.

Long Beach 908 Internship Training

- Media and Marketing: Interns will gain experience in the broad field of marketing and media. They will learn how media and marketing go hand in hand and discover the ways in which local businesses advertise through media companies

- **Writing:** Writing skills are important in every facet of our company. Interns will learn how to write in their own voice, in our magazine's voice, and in the voice of clients. Interns will gain real life experience in writing to in audience online, in print, and on social media.
- **Teamwork and Collaboration:** Students will learn how a multi-faceted media company works to communicate with each other, perform for our clients, produce great content, and work as a team event when apart through the use of technology.
- **Communication skills:** Interns will be required to produce excellent communication results during this internship. They will learn to communicate effectively via phone, email, and in-person.
- **Client Relations:** Students will have the opportunity to work directly with clients. They will learn to use their communication skills, marketing skills, and listening skills, all while representing our company and our values.
- Interns will receive an orientation to understand the various components of the business and their roles and responsibilities. Interns will meet on a weekly basis via zoom with their supervisor to receive training on new tasks, check in on current tasks, and receive ongoing mentorship. Interns will also meet once a month with supervisor. Interns may be supervised by the Publisher or Managing Editor.

Intern Roles/Responsibilities

- **Writing Internship:**
 - Help create free online profiles for small businesses in Long Beach specifically targeting underrepresented businesses
 - Write articles for our print magazine
 - Write content for our social media channel
- **Translating and writing Internship**
 - Help create free online profiles for small businesses in Long Beach specifically talking non-English speaking businesses
 - Write articles for our print magazine
 - Write content for our social media channel
 - Especially interested in languages: Spanish, Japanese, Khmer, Filipino, Vietnamese, and others that are prevalent in Southern California
- **Executive Assistant Internship**
 - Assist our publisher directly in all facets of our business
 - Set up appointments, creates schedules and help organize team operations
 - Assist on delegation of projects and help assign roles to others in our organization
- **PR, Marketing, and Social Media Internship**
 - Manage aspects of our social media and potentially our clients' social media
 - Create content in the form of photos, text, and reels.
 - Highlight local businesses through social media

**ALL: This is a remote internship. Interns are expected to commit 5-7 hours a week, M-F from 8 - 5 pm and some weekend hours are also available.

How To Apply

Email a resume and a short description about why you want to join our magazine next semester to John@lb908.com! Be sure to include your availability for interviews. Once we review your resume and email we will schedule a zoom interview to see if this internship is a good fit for both parties!

Do not hesitate to reach out with any questions!