
Internship Position Description

Neighborhood Communications, LLC specializes in producing private interactive neighborhood magazines. We work directly with homeowner associations and residents to produce customized subdivision magazines that are exclusive to those residents. If you are looking for valuable work-related experience that offers you responsibility, internship credits, and income, then join a dynamic company that has been described as "the Facebook™ of print-media."

Position Title:

- *Assistant Director of Content Internship* – as the ADC, the intern will have a broad range of weekly and monthly assignments related to producing a professional publication. The ADC will gain valuable information and skills related to production coordination, timeline management, and public relations with residents, as well as other valuable skills.
- *Staff writer/editor Internship* – As a staff writer and editor, the intern will have an opportunity to be published on a monthly basis. The intern will gain valuable experience in journalism through interviewing individuals/organizations for feature content as well as researching local news and events.

Benefits:

- **Paid internship**
- **Course internship credit**
- **Work from school**
- **Advancement opportunities**

Responsibilities:

1. Contact residents for various features in upcoming publications
 - a. Interview residents according to type of article
 - b. Compose articles based on interviews
 - c. Collect photos to go with them (have residents email you high resolution pictures of their families, pets, businesses, etc.)
2. Content creativity and management: Brainstorm and compose articles based on local special events, neighborhood functions, or topics of interest
3. Editing content for readability, grammar, professionalism
4. Others

For internship inquiries, contact Peter Ericksen at pete@ncpublishers.com or 262-510-1353.