

***The Progressive* magazine - Business Internship Summer 2017**

The Progressive magazine is seeking business intern for the summer semester to assist the office manager in running a well-organized, small non-profit office that creates a historic and nationally-read publication.

Internship responsibilities include:

- Answering the phone, and relaying messages to staff
- Managing data from online articles and op-eds for grant reporting
- Writing follow-up letters to submissions received from freelance writers
- Responding to letters received from inmates requesting legal help
- Assisting in organizing op-ed writing workshops across Wisconsin
- Communicating subscriber needs to our fulfillment house
- Drafting social media content for op-ed workshops and publication promotion
- Completing in house mailings to subscribers and donors with direction from the development director

Strong applicants will have the following characteristics:

- Ability to prioritize tasks as they are assigned
- Excellent phone etiquette and accuracy when relaying messages
- Knowledge of progressive politics
- Sense of humor and flexibility in responding to changes in volume of work
- Desire to learn the basics of running an office - a useful skill to those entering the job market
- Sound grasp of grammar, critical thinking and letter-writing skills
- Reliability and punctuality

The Progressive is dedicated to providing internships that meet the qualifications for earning academic credit. If hired, staff will help interns apply and complete requirements to earn J697 internship credit or your college's equivalent course. Interns at *The Progressive* also earn a \$500 semesterly stipend.

To apply, please email a cover letter and resumé titled '**last name, first name - office_management_summer2017**' as a single **PDF document** to Lizzie Kunze at elizabeth@progressive.org. Writing samples submitted with cover letter and resumé are preferred, but not required.