Worlds of Words Content Marketing Assistant Intern

Ongoing

Job description

Worlds of Words, an initiative to build global understanding through children's literature, seeks a highly motivated individual with an interest in online and traditional marketing for an editorial internship in our collection located on the fourth floor of the College of Education. This internship allows individuals to participate in all areas of WOW’s outreach. Though the position emphasizes editorial work, there will be opportunities for light writing and research as well.

Duties include:

- Copy editing, fact checking and optimizing website posts;
- Preparation of social media updates;
- Preparation of press releases;
- Copy editing and preparing publicity materials;
- Writing and submitting event listings to local calendars;
- Carrying out light administrative tasks.

Duties may include:

- Copy editing and preparing electronic newsletter;
- Collaborating with and assisting other members of the WOW outreach team;
- Writing articles for wowlit.org including reviews, profiles, event recaps, etc.
- Selection and digital manipulation of images for marketing purposes;
- Providing patron service in person, on the phone and online;
- Assisting co-workers with events.

Reports to:

The Editorial Assistant Intern reports to the Coordinator of Outreach and Collections.

Qualifications:

- Excellent writing and proofreading skills.
- Ability to type 40+ wpm.
- Strong Internet research skills.
- Familiarity with Associated Press style and American Psychological Association style.
- Strong interest in current events around the globe.
- Ability to meet deadlines.
- Ability to work effectively on a team.
- Familiarity with Macs and MS Word.
- Familiarity with WordPress desired, but not required.
**Hours:**

Interns will be scheduled for 8.5 to 9 hours each week. WOW allows for a flexible schedule. While we will track the hours the Editorial Assistant Intern puts in to report back to the University of Arizona English Department, we are more interested in the completion of tasks.

**Compensation:**

This is an unpaid internship.

**Benefits:**


**Application Process:**

Send a cover letter, resume and two short nonfiction writing samples or excerpts (preferably journalistic articles) of no more than 500 words. E-mail preferred: Send e-mail with Word or PDF attachments to Rebecca Ballenger at rklb@email.arizona.edu. Please put “Editorial Intern” as the subject header. We will contact you only if you have been selected for an interview. Please do not call. Thank you for your understanding.

**About Worlds of Words:**

Worlds of Words is committed to creating an international network of people who share the vision of bringing books and children together, thereby opening windows on the world. We encourage thoughtful dialogue around global literature so that children can reflect on their own cultural experiences and connect to the experiences of children across the globe.

Worlds of Words holds an estimated 30,000 volumes of children’s and adolescent literature focusing on world cultures and Indigenous peoples. Housed at the University of Arizona, College of Education in a recently renovated center, Worlds of Words has a large collection space along with a special collections room, studio, offices, visiting scholar office, and a classroom. The space is open to the public and used for a variety of events and functions.

These resources are used to:
- promote intercultural understanding and global perspectives.
- identify excellent culturally authentic literature about children’s lives around the world.
- provide resources for adults who share a passion for connecting readers with books.
- share the stories of children’s dialogue and interactions around global literature.
- encourage the integration of global literature into the curriculum.